

# **EPS User's Manual**

## **External Users**

Version **2.0**

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# 1. Authentication

## 1.1. Self Registration

### **Applicable Roles**

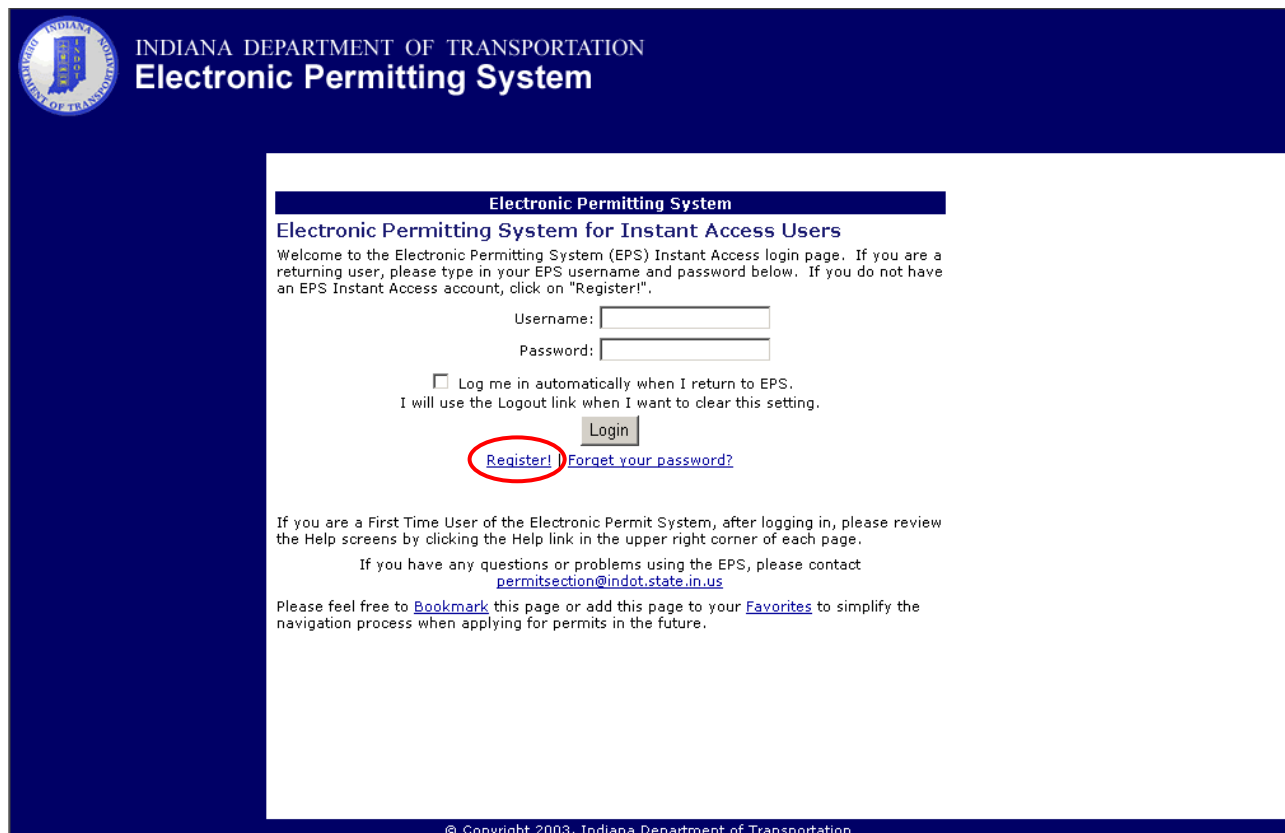
Customer

### **Summary**

Use this process to self-register and create an account on the EPS system.

### **Process**

- 1.1.1. Upon navigating to the EPS web site, you will be presented with the Login page (Figure 1-5). Click the "Register!" link.



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

**Electronic Permitting System**  
**Electronic Permitting System for Instant Access Users**

Welcome to the Electronic Permitting System (EPS) Instant Access login page. If you are a returning user, please type in your EPS username and password below. If you do not have an EPS Instant Access account, click on "Register!".

Username:

Password:

☐ Log me in automatically when I return to EPS.  
I will use the Logout link when I want to clear this setting.

Login

[Register!](#) | [Forgot your password?](#)

If you are a First Time User of the Electronic Permit System, after logging in, please review the Help screens by clicking the Help link in the upper right corner of each page.

If you have any questions or problems using the EPS, please contact [permitsection@indot.state.in.us](mailto:permitsection@indot.state.in.us)

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Figure 1-1. Login Page

- 1.1.2. The self-registration page will be displayed (Figure 1-2). Supply the information and click the Submit button.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

User Registration Help

### New User Registration

Please enter the following information so you are able to log in and enter permits on-line. Username must be unique, contain no spaces, and must be less than 50 characters (i.e. - jdoe or janedoe). After the information is submitted successfully, a message will be sent to the e-mail address you enter. This e-mail will include a temporary password. You will be asked to change the password before you will be able to log in.

Username:*	<input type="text"/>	Last Name:*	<input type="text"/>
First Name:*	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Indiana"/>
Postal Code:	<input type="text"/>		
Phone:*	<input type="text"/>	Phone Ext.:	<input type="text"/>
Email:*	<input type="text"/>		

\* denotes a required field

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Figure 1-2. Self-Registration Page

- 1.1.3. If user accounts with the email address you specified already exist in the system, a list of those accounts will be displayed on the screen (Figure 1-3). If one of the listed accounts is an account you have used previously and would like to reuse, click the “Reset Password” corresponding to that account. The password will be reset and an email will be sent to the specified email address with the username and new temporary password. The password will need to be changed upon login.
- 1.1.4. If user accounts with the email address you specified already exist in the system, a list of those accounts will be displayed on the screen (Figure 1-3). You can continue to create a new account by clicking the “Continue Creating New Account” button located beneath the table.

*Note: Clicking the Cancel button will return to user to a blank self-registration page.*



#### New User Registration

The following accounts with the same email address you provided were found to already exist in our database.

If you would like to use one of these existing accounts, please click the "Reset Password" button corresponding to the account you would like to use. The password will be reset and the login information will be emailed to the address on file. This e-mail will include a temporary password. You will be asked to change the password before you will be able to log in.

If you want to continue with creating a new account, click the "Continue Creating New Account" button at the bottom of the screen. Doing this will cause a new account to be created, and none of the permits associated with the other accounts with the same email address will be accessible via this new account.

UserName	First Name	Last Name	Email Address	
BobSmith	Bob	Smith	jennifer.spice@haverstickconsulting.com	<input type="button" value="Reset Password"/>
jspice	Jennifer	Spice	jennifer.spice@haverstickconsulting.com	<input type="button" value="Reset Password"/>
CRUser2	Customer	User 2	jennifer.spice@haverstickconsulting.com	<input type="button" value="Reset Password"/>
CRUser	Client Review	User	jennifer.spice@haverstickconsulting.com	<input type="button" value="Reset Password"/>
CRUser1	Jennifer	Spice	jennifer.spice@haverstickconsulting.com	<input type="button" value="Reset Password"/>

Please enter the following information so you are able to log in and enter permits on-line. Username must be unique, contain no spaces, and must be less than 50 characters (i.e. - jdoe or janedoe). After the information is submitted successfully, a message will be sent to the e-mail address you enter. This e-mail will include a temporary password. You will be asked to change the password before you will be able to log in.

Username:\*   
First Name:\*   
Address 1:   
Address 2:   
City:   
Postal Code:   
Phone:\*   
Email:\*   
Last Name:\*   
State:   
Phone Ext.:

\* denotes a required field

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Figure 1-3. Self-Registration Page

- 1.1.5. If you have created a new account, or reset the password on an existing account, you will be redirected to the Password Change page (Figure 1-4). This page requires that you supply the password that was sent to the email address you specified, and requires that you enter a new password for your account. After supplying a new password, you will be redirected to the login page.



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

[Password Change Help](#)

### Password Change

Please enter the temporary password that was e-mailed to you, along with your new password. After the information is submitted successfully, you will be able to log in.

Username: \*   
Temporary Password: \*   
New Password: \*   
Confirm Password: \*

\* denotes a required field

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Figure 1-4. Password Change Page

## 1.2. Login

### **Applicable Roles**

Customer  
Customer Admin

### **Summary**

Use this process to login to the EPS system.

### **Process**

- 1.2.1. Upon navigating to the EPS web site, you will be presented with the Login page (Figure 1-5). Supply your username and password and click the Login button.  
*Note: Passwords are case sensitive.*
- 1.2.2. Checking the “Log me in automatically when I return to EPS” checkbox will store your login credentials on the local computer (Figure 1-5). It is recommended that this option be chosen only if you are using the computer from which you will typically access the EPS site, and if you are sure that no other user will access EPS from the same computer. You must click the Logout link on the site to remove the login credentials stored on the local computer.



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

### Electronic Permitting System

#### Electronic Permitting System for Instant Access Users

Welcome to the Electronic Permitting System (EPS) Instant Access login page. If you are a returning user, please type in your EPS username and password below. If you do not have an EPS Instant Access account, click on "Register!".

Username:

Password:

☐ Log me in automatically when I return to EPS.  
I will use the Logout link when I want to clear this setting.

Login

[Register!](#) | [Forget your password?](#)

If you are a First Time User of the Electronic Permit System, after logging in, please review the Help screens by clicking the Help link in the upper right corner of each page.

If you have any questions or problems using the EPS, please contact  
[permitsection@indot.state.in.us](mailto:permitsection@indot.state.in.us)

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Figure 1-5. EPS Login Screen

- 1.2.3. Upon a successful login, you will be redirected to the EPS Home Page (Figure 1-6). If your username and password cannot be confirmed by the system, you will be redirected to the Login screen (Figure 1-7).



# INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

Jennifer Spice

[Main Menu](#) [Help](#)

## Search

### Applications

- Create New Application
- View Applications

### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

### Reports

- Permit Reconciliation
- Activity On Bond

### Transfers

### Administration

- Customer Admin
- Company Admin

### Logout

## Active Permits

Tracking # Permit #	Type	Work Order #	County	Road	Start RRP	Issue Date	Exp Date	Status
<a href="#">T0000013016</a> <a href="#">E05G1CR0004</a>	Cut Road		Marion	I-65	103	10/18/2005	10/18/2006	Active - Does not comply
< >								

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Figure 1-6. EPS Home Page





## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

**Electronic Permitting System**

**Electronic Permitting System for Instant Access Users**

Welcome to the Electronic Permitting System (EPS) Instant Access login page. If you are a returning user, please type in your EPS username and password below. If you do not have an EPS Instant Access account, click on "Register!".

**Unable to validate login information - please try again**

Username:

Password:

☐ Log me in automatically when I return to EPS.  
I will use the Logout link when I want to clear this setting.

[Register!](#) | [Forget your password?](#)

If you are a First Time User of the Electronic Permit System, after logging in, please review the Help screens by clicking the Help link in the upper right corner of each page.

If you have any questions or problems using the EPS, please contact [permitsection@indot.state.in.us](mailto:permitsection@indot.state.in.us)

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Figure 1-7. Invalid Login Screen

### 1.3. Logout

#### **Applicable Roles**

Customer


Customer Admin

#### **Summary**

Use this process to logout of the EPS system and to remove any stored login credentials from the local computer.

#### **Process**

- 1.3.1. To logout of the system, click the logout link in the main menu (Figure 1-8).



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

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Main Menu Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin
- Logout**

Active Permits

Tracking # Permit #	Type	Work Order #	County	Road	Start RRP	Issue Date	Exp Date	Status
<a href="#">T0000013016</a> <a href="#">E05G1CR0004</a>	Cut Road		Marion	I-65	103	10/18/2005	10/18/2006	Active - Does not comply

< >

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Figure 1-8. EPS Home Page

## 1.4. Password Reset

### **Applicable Roles**

Customer  
Customer Admin

### **Summary**

In case of a forgotten password, use this process to reset your password.

### **Process**

- 1.4.1. To reset a forgotten password, click the "Forget your password?" link on the login page (Figure 1-9).



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

**Electronic Permitting System**

**Electronic Permitting System for Instant Access Users**

Welcome to the Electronic Permitting System (EPS) Instant Access login page. If you are a returning user, please type in your EPS username and password below. If you do not have an EPS Instant Access account, click on "Register!".

Username:

Password:

☐ Log me in automatically when I return to EPS.  
I will use the Logout link when I want to clear this setting.

[Register](#) | [Forget your password?](#)

If you are a First Time User of the Electronic Permit System, after logging in, please review the Help screens by clicking the Help link in the upper right corner of each page.

If you have any questions or problems using the EPS, please contact [permitsection@indot.state.in.us](mailto:permitsection@indot.state.in.us)

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Figure 1-9. Login Page

- 1.4.2. The password reset page will appear (Figure 1-10). Enter your email address that is on file with your account. Click the submit button. If an account was found, an email will be sent to the email address with your username and new temporary password. The password will need to be changed upon login.



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

[Password Reset Help](#)

### Password Reset

Having trouble remembering your username and password? Enter the email address we have on file, and an email with your username, and a temporary password will be sent to you. After you receive the email, you will be required to change the temporary password.

Email: \*

Submit

\* denotes a required field

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Figure 1-10. Password Reset Page

## 2. Search

### 2.1. Search

#### **Applicable Roles**

Customer  
Customer Admin

#### **Summary**

The Search screen allows users to search for all permits and applications they have entered in the EPS system.

#### **Process**

- 2.1.1. The search can be narrowed by supplying criteria values. Partial text may be entered as search criteria for all text boxes except the Submission date (Figure 2-1).  
*Example: To find all Applications/Permits with "PL" in the Permit Number, simply enter "PL" in the Permit Number text box and click the Search button. No wildcards are required.*
- 2.1.2. There is a checkbox on the Search screen that allows a user to search for all permits and applications for the user's same company. It will say 'Include all from *Company Name*' (Figure 2-1). When this is checked, all applications and permits submitted by any user from that company will be included in the search. Some functionality will not be available for 'rest-of-company' applications / permits. This includes writing / replying to messages, adding new attachments, extension requests.
- 2.1.3. The search results are sorted by submission date in descending order (Figure 2-1).  
*Note: Clicking the Reset button will reset the page and clear the search criteria and results.*
- 2.1.4. To view the details of a given application or permit in the results list, click on the Tracking Number or Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 2-2).
- 2.1.5. Applications with a status of Entered may appear in the results list (Figure 2-1). Instead of displaying the details of the application when the Tracking Number is clicked, the first screen of the application process (Applicant's Acceptance Agreement) is displayed (Figure 2-3). This allows users to continue with the submission process of a new application that was previously entered, but not yet submitted.



# INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

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[Search Help](#)

## Search

### Applications

- Create New Application
- View Applications

### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

### Reports

- Permit Reconciliation
- Activity On Bond

### Transfers

### Administration

- Customer Admin
- Company Admin

### Logout

## Search

Tracking #:  Permit #:

Submission Date: Between  and

Work Order #:  Investigator:

☐ Include all from Client Review  
Company

Tracking # Permit #	Status	District	Subdistrict	Road	Start RRP	Company	Sub Date	Exp Date
<a href="#">T0000013016</a> <a href="#">E05G1CR0004</a>	Active - Does not comply	Greenfield	Indianapolis	I-65	103.0	Client Review Company	10/18/2005	10/18/2006
<a href="#">T0000013203</a>	Submitted	Greenfield	Indianapolis	I-65	103.0	Consulting Company	10/25/2005	
<a href="#">T0000013204</a>	Entered	Greenfield	Greenfield	I-70	70.0	Road Company		

< >

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Figure 2-1. Search Page with Results



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

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[AP Details Help](#)

### Search

#### Applications

- Create New Application
- View Applications

#### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

#### Reports

- Permit Reconciliation
- Activity On Bond

#### Transfers

#### Administration

- Customer Admin
- Company Admin

#### Logout

#### Details

Start and End Date

Messages

Files

Print

Create Addendum

Extension Request

Additional Charges

### Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

### Application / Permit Detail

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="Robert Martens"/>	<b>Investigator Phone:</b>	<input type="text" value="317-356-2411"/>
<b>Investigator Email:</b>	<input type="text" value="rmartens@indot.state.in.us"/>	<b>Phone Ext.:</b>	<input type="text" value="26"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Project Purpose:</b>	<input type="text"/>

### Project Information

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

### Bond Information


<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

### Applicant Information

<b>Applicant First Name:</b>	<input type="text" value="Jennifer"/>	<b>Last Name:</b>	<input type="text" value="Spice"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 2-2. Application / Permit Detail Page



INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

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New Application Help

Search

Applications

Permits

Reports

Transfers

Administration

Logout

Create New Application

View Applications

Active Permits

Expired Permits

Cancelled Permits

Permit Reconciliation

Activity On Bond

Customer Admin

Company Admin

APPLICANTS ACCEPTANCE AGREEMENT

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.

If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this applicaiton.

I Agree

Cancel

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Figure 2-3. Applicants Acceptance Agreement



### 3. Applications

#### 3.1. Create New Application (for non consulting firms)

##### **Applicable Roles**

Customer  
Customer Admin

##### **Summary**

Use this process to apply for a permit.

##### **Process**

- 3.1.1. To begin the application process, click the Create New Application link on the menu. The Applicant's Acceptance Agreement page (Figure 3-1) will be displayed. The applicant must accept the agreement before the application can be started.

*Note: Clicking the cancel button will return the user to the EPS home page without saving any information.*

The screenshot shows the 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System' interface. On the left is a dark blue sidebar with a navigation menu including 'Search', 'Applications' (with links for 'Create New Application' and 'View Applications'), 'Permits' (with links for 'Active Permits', 'Expired Permits', and 'Cancelled Permits'), 'Reports' (with links for 'Permit Reconciliation' and 'Activity On Bond'), 'Transfers', 'Administration' (with links for 'Customer Admin' and 'Company Admin'), and 'Logout'. The main content area has a dark blue header with the system name and a 'New Application Help' link. Below the header is a section titled 'APPLICANTS ACCEPTANCE AGREEMENT'. It contains three paragraphs of text regarding indemnification, general provisions, and special provisions. At the bottom of the text area are two buttons: 'I Agree' and 'Cancel'. A copyright notice '© Copyright 2003, Indiana Department of Transportation' is at the very bottom of the page.

INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

Jennifer Spice

New Application Help

**APPLICANTS ACCEPTANCE AGREEMENT**

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.

If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this application.

I Agree Cancel

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Figure 3-1. Applicant's Acceptance Agreement

- 3.1.2. Once the Acceptance Agreement is accepted, the user will be prompted to enter the type of permit for which he is applying (Figure 3-2). When the Permit Type is changed, the page will refresh with appropriate permit codes. For a description of the permit types and codes, see the text below the drop downs. Once the correct permit type and code are selected, click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.*

*Note: Clicking the Previous button will return the user to the previous page in the application process.*

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Electronic Permitting System

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New Application - Select Permit Type Help

**New Application - Select Permit Type and Permit Code**

Permit Type:  Permit Code\*:

**Permit Type Descriptions**

**COMMERICAL MAJOR DRIVEWAY PERMIT:** This type of approach connects the highway to the private property used for commercial purposes or to a public property which attracts enough traffic to require auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or rural area. It can also be designated as either a class III or IV driveway approach (see section 4 in the Drive Permit Manual for details).

**COMMERICAL MINOR DRIVEWAY PERMIT:** This type of approach connects the highway to private property used for commercial purposes, or to a public property, and which does not attract sufficient traffic to warrant an auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or a rural area. It can also be designated as either a class III or IV driveway approach (See Section 4 in the Driveway Permit Manual for details).

**PRIVATE DRIVEWAY PERMIT:** This type access connects the highway to private property having a residence, barn, or private garage, in improved or unimproved condition, used by the owner or occupant of the premises, guests, and necessary service vehicles. The location for this type of driveway can be in either an urban or a rural area. It can also be designated as either a Class I, II, or V driveway approach (See Section 4 in the Driveway Permit Manual for details).

\* denotes a required field

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Figure 3-2. Select Permit Type and Permit Code Page

- 3.1.3. If the selected permit type and permit code is a Commercial Driveway (major or minor) or a Public Road Approach (major or minor), the Checklist for Commercial Driveways will be displayed (Figure 3-3). This page is merely informational, and provides guidelines to the permittee regarding the information needed for driveway permits. Click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.*

*Note: Clicking the Previous button will return the user to the previous page in the application process.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

New Application - Checklist for Commercial Drives Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Checklist for Commercial Driveways**

Before submitting an application for a commercial driveway, please review this checklist to see what information will be needed during the application process. Note that all documents that are to be attached are required to be in PDF format. This includes any plans, studies, drawings or forms. For more information on the PDF format, click [here](#).

- 1) The commercial driveway application. During the application process, the system will request information that will automatically populate the driveway application. This will include a description and location of the project as well as applicant and bond information and the company that they represent.
- 2) Driveway plans will need to be attached. The following must be shown on these plans:
  - a) A design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
  - b) The R/W, centerline, curbs, medians, existing pavement markings, crossovers, ditch lines, existing drains and location of each, drawn at engineer's scale of 1"= 20' / 1"=30'.
  - c) Existing lane widths and proposed lane alterations if applicable. NOTE: If lane alignments are altered, full width resurfacing will more than likely be required, from beginning to end of project.
  - d) Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineer's scale 1"=50'.
  - e) On site drainage - before and after grading must be shown on a grading plan or contoured on the driveway for additional runoff caused by the improvement.
  - f) Side ditch pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.
  - g) Drives requiring deceleration lanes and tapers must be shown.
  - h) A site plan showing parking area and buildings must accompany this application.
  - i) Proposed traffic control plan.
  - j) All Major Commercial Driveway Applications (access requiring auxiliary lanes) must include cross sections from beginning to end of project.
- 3) Driveway Permit Bond (Form 41523). The bond should be in an amount sufficient to cover all the work proposed in the right of way. If there is a question regarding the amount of the bond, then consult with the permit inspector. Note that the bond and application must bear the same name (Property Owner). You can obtain a blank bond form by clicking [here](#).
- 4) Projects that disturb more than one acre must include a drainage impact study. Projects requiring drainage impact studies must be designed using a 50 year storm with a release rate no more than 10 year predeveloped runoff. Calculations should be performed in a manner that will generate hydrographs. If any local ordinance is more restrictive, then they must be adhered to.
- 5) Power of Attorney. In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that the agent signing the bond has the authority to sign on behalf of the insurance company. This document needs to be notarized.
- 6) Proof of Ownership - In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that you have title insurance. All liens, easements or any other encumbrances on the property must be disclosed in this document.
- 7) Legal Description (Warranty Deed) - In the file attachment step of creating an application, you will be requested to attach a warranty deed and a legal description of the property (in PDF format)
- 8) A document (in PDF format) will be required that describes the anticipated traffic that will be generated. Please include the number of vehicles per hour at the peak hour, the number of vehicles per day, and the speed limit. Please review the Driveway Permit Manual [here](#) for details regarding driveway permit application requirements. Note the threshold values in Section 32 to determine if a traffic study will be required.
- 9) Developments with frontages in excess of 400 feet will more than likely be required to relinquish the remaining access rights through an [Access Control Deed](#).
- 10) Additional documentation or support information may be requested depending upon any unique circumstances that may be revealed during the review process. You will be contacted if additional information is needed.

Previous

Next

Cancel

\* denotes a required field

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Figure 3-3. Checklist for Commercial Driveways Page

- 3.1.4. The next page is a map of the state of Indiana (Figure 3-4). Select a district within the state where the work is to be performed by clicking the map in the approximate location of the work. Each colored section represents a district within the state. Select a district by clicking within the boundaries of the desired district.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

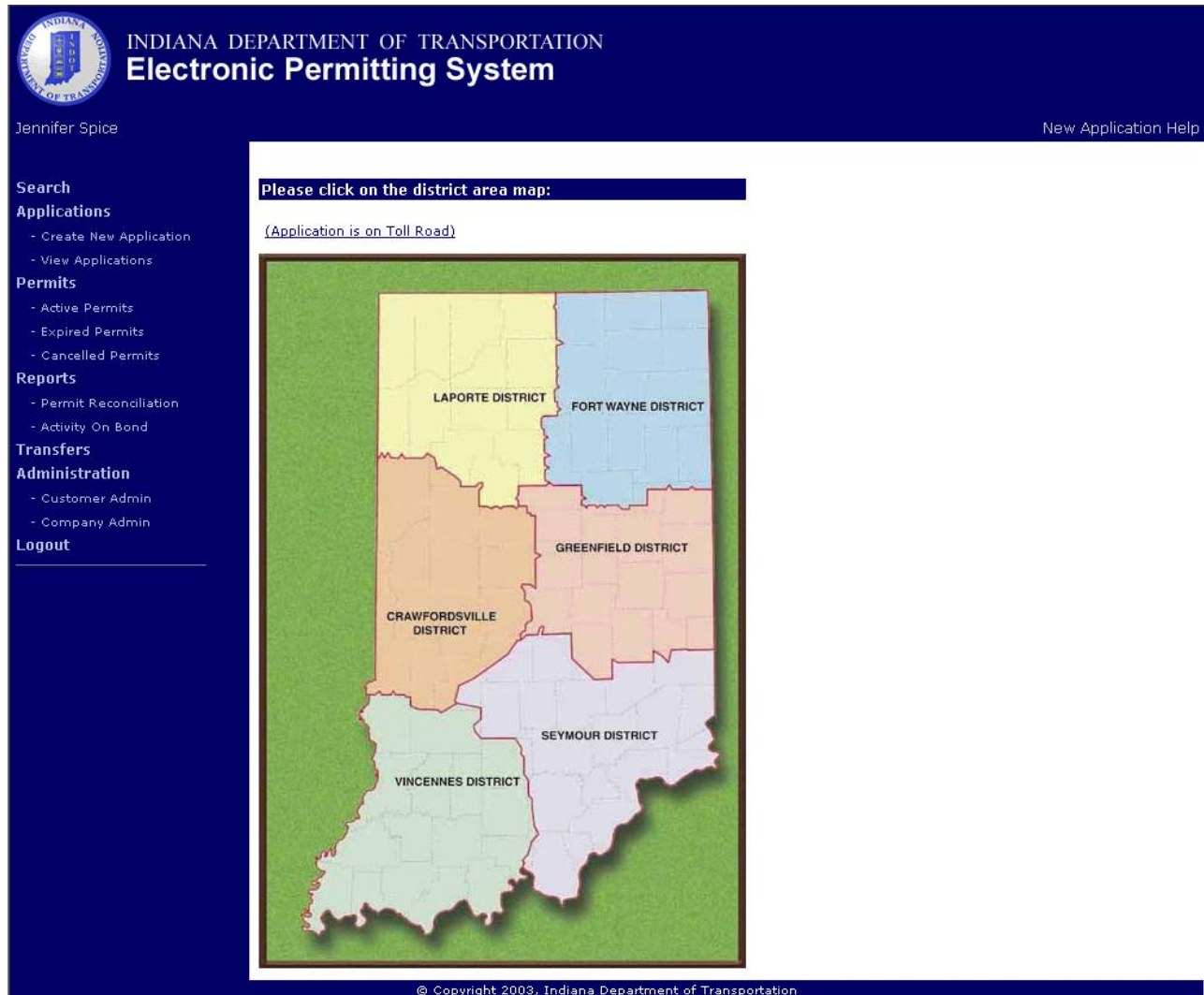


Figure 3-4. State Map Page

- 3.1.5. After choosing a district by clicking on the state map, the district map will be displayed (Figure 3-5). The red lines on the district map correspond to county boundaries. The blue dotted lines on this map represent the subdistrict areas. Select the subdistrict in which the work will be performed by clicking within the subdistrict's boundaries on the map.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

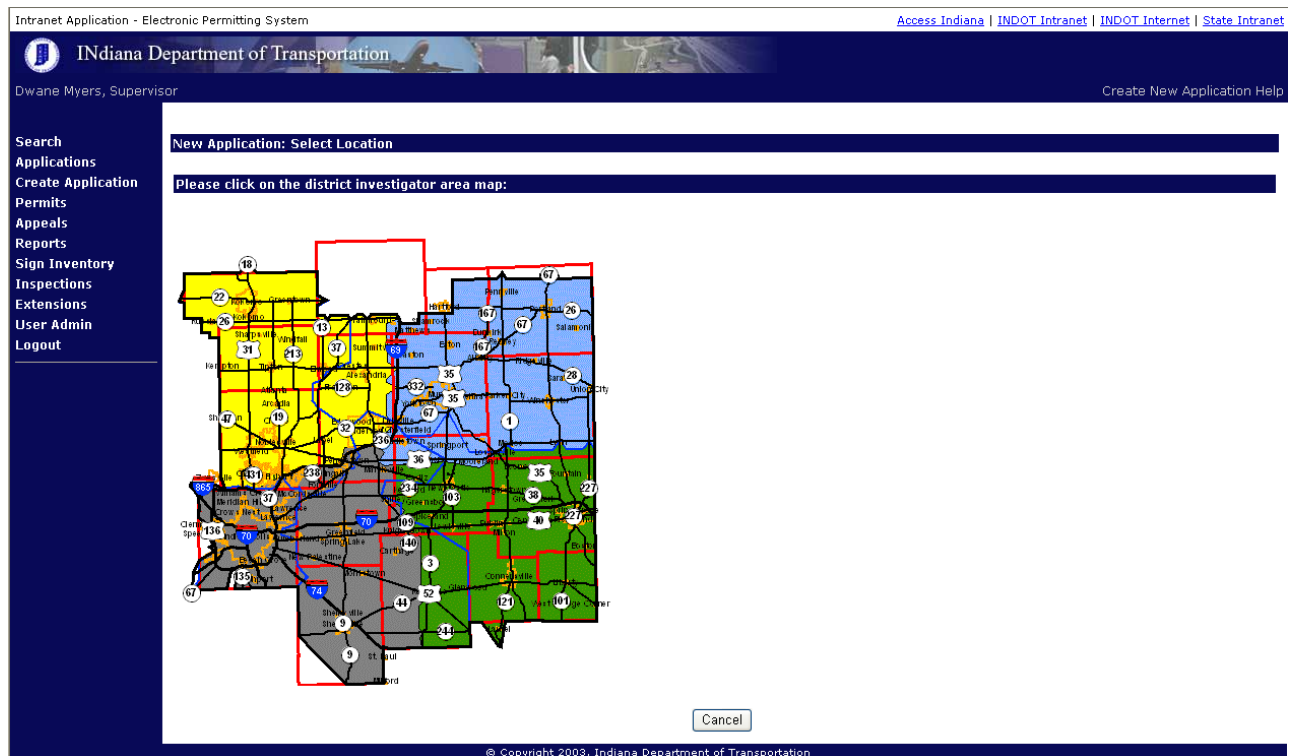


Figure 3-5. District Map Page

- 3.1.6. The next step in the application process is the Application Details Page (Figure 3-6). This page will reflect some of the information selected in previous screens, such as Permit Type, Permit Code, District, and Subdistrict, and will have related information, such as the Investigator's name, phone number and the permit fee. The remaining information must be supplied by the user.

*Note: Required fields are denoted by \* and must be supplied before the user can be saved.*

*Note: To aid the permit application approval process, this page should be filled out as completely as possible.*

- 3.1.7. The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection.

*Example: 2 miles south of US-40 and 150 ft. north of Davis Rd.*

- 3.1.8. The Road Number text box requires a specific formatting of the data. The first character(s) should indicate road type, followed by a dash (-), followed then by the road number. If the format is not correct, an error message will be displayed when you click the 'Next' button.

*Examples: SR-37, I-70, US-40.*

- 3.1.9. For help on entering the correct Road Reference Points, click on the Create New Application - Details Help link located in the upper right hand corner of the website. This will open help text in a new window (**Error! Reference source not found.**). Scroll the help text to the Details section of the Create Offline Application process. Look for a link to the Indiana Department of Transportation – Publications website where you will find more information on the Roadway Referencing System.

3.1.10. The next step in an Application Details page. This page will reflect some information selected in previous screens such as Permit Type, Permit Code, District and Subdistrict, and will have related information such as the investigator name, phone number and the Permit Fee. All other information should be filled out by the user.

The Project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd)

To help process, this page should be filled out as completely as possible – however, there are only two fields that require the user to enter data in order to go to the next screen. These are indicated by a “\*” character.

The Road Number text box requires a specific formatting of the data – the first character(s) should indicate road type, followed by a dash (-), then the road number. Examples of the format are: SR-37, I-70, US-40. If the format is not correct, an error message will be displayed when you hit the next button.

For help on entering the correct Road Reference Points, click the link on the screen, to the right of the Start RRP: text box, that says “Click for RRP Info”.

When the information is provided, click the Next button to proceed with the application (Figure 3-6).

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

Jennifer Spice

New Application - Details Help

### Search

#### Applications

- Create New Application
- View Applications

#### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

#### Reports

- Permit Reconciliation
- Activity On Bond

#### Transfers

#### Administration

- Customer Admin
- Company Admin

#### Logout

### New Application - Details

<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>Road #:</b> *	<input type="text"/>	<b>County:</b>	Adams <input type="text"/>
<b>Start RRP:</b> *	<input type="text"/> <a href="#">Click for RRP Info</a>	<b>End RRP:</b>	<input type="text"/>
<b>District:</b>	Greenfield	<b>Subdistrict:</b>	Indianapolis
<b>Investigator Phone:</b>	317-356-2411 Ext. 26	<b>Investigator:</b>	Martens, Robert
<b>Permit Fee:</b>	\$600.00	<b>Permit Fee Waived:</b>	No

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Location:</b>	<input type="text"/>
<b>Present Use:</b>	<input type="text"/>
<b>Proposed Use:</b>	<input type="text"/>
<b>Work Order #:</b>	<input type="text"/>

[Previous](#)

[Next](#)

[Cancel](#)

\* denotes a required field

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Figure 3-6. New Application Details Page



3.1.11. If the chosen Permit Code is Major Commercial Driveway or Minor Commercial Driveway, the next page contains some questions regarding the driveway (Figure 3-7). Answer the questions and click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the permit application can be saved.*

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

The screenshot shows the 'Enter Commercial Driveway Details' page of the Indiana Department of Transportation's Electronic Permitting System. The page has a dark blue header with the department's logo and name. A sidebar on the left contains navigation links for Search, Applications, Permits, Reports, Transfers, Administration, and Logout. The main content area is titled 'Enter Commercial Driveway Details' and contains a form with six numbered questions. Questions 1, 2, 3, and 5 have text input fields, while question 4 has radio buttons. Question 6 has a text input field. At the bottom of the form are 'Previous', 'Next', and 'Cancel' buttons. A red asterisk legend indicates that an asterisk denotes a required field. The footer of the page shows the copyright notice: '© Copyright 2003, Indiana Department of Transportation'.

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

New Application - Commercial Driveway Details Help

**Enter Commercial Driveway Details**

Please answer the following questions regarding the details of your proposed driveway.

- 1) Property Owner Name:\*
- 2) Designer Name:\*
- 3) Designer Firm Name:\*
- 4) Does the driveway join to a curbed section of road? \*  
☐ Curbed ☐ Non-Curbed
- 5) Name of Development:
- 6) Contractor Name:

\* denotes a required field

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Figure 3-7. Commercial Driveway Details Page

3.1.12. The next screen will ask for Applicant information (Figure 3-8). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the user can be saved.*

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

New Application - Enter Applicant Information Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Enter Applicant Information**

Please enter or update the applicant information below. If this is an application for a particular company, please enter the company information as well.

<b>Applicant First Name: *</b>	<input type="text" value="Jennifer"/>	<b>Last Name: *</b>	<input type="text" value="Spice"/>
<b>Applicant Address 1: *</b>	<input type="text"/>		
<b>Applicant Address 2:</b>	<input type="text"/>		
<b>City: *</b>	<input type="text"/>	<b>State: *</b>	<input type="text" value="IN"/>
<b>Postal Code: *</b>	<input type="text"/>		
<b>Applicant Phone: *</b>	<input type="text" value="317-908-3656"/>	<b>Ext:</b>	<input type="text"/>
<b>Applicant Email: *</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		
<b>Company Name:</b> <input type="text" value="Client Review Company"/>			
<b>Company Address 1:</b> <input type="text" value="11405 N. Pennsylvania St"/>			
<b>Company Address 2:</b> <input type="text" value="Suite 210"/>			
<b>City:</b>	<input type="text" value="Carmel"/>	<b>State:</b>	<input type="text" value="IN"/>
<b>Postal Code:</b>	<input type="text" value="46032"/>		
<b>Company Contact First Name: *</b>	<input type="text" value="Jennifer"/>	<b>Company Contact Last Name: *</b>	<input type="text" value="Spice"/>
<b>Company Contact Phone: *</b>	<input type="text" value="317-908-3656"/>	<b>Company Contact Extension:</b>	<input type="text"/>
<b>Company Contact Email: *</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

**\* denotes a required field**

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Figure 3-8. Applicant Information Page

3.1.13. If you are required to have a bond before work begins, the next screen will ask for the Bond information (Figure 3-9). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

New Application - Enter Bond Information Help

**Enter Bond Information**

Please enter or update the bond company information below. This information is for the company that holds the bond for your project.

<b>Bond #:</b> *	<input type="text" value="12345"/>	<b>Bond Amount:</b> *	<input type="text" value="\$ 25000"/>
<b>Bond Company:</b> *	<input type="text" value="Risk Mgmt"/>	<b>Bond Effective Date:</b> *	<input type="text" value="1/1/2005"/>
<b>Address 1:</b>	<input type="text" value="123 West St."/>		
<b>Address 2:</b>	<input type="text"/>		
<b>City:</b>	<input type="text" value="Indianapolis"/>	<b>State:</b> IN	<b>Postal Code:</b> <input type="text" value="46202"/>
<b>Contact Person:</b> *	<input type="text" value="Bob Smith"/>		
<b>Contact Phone:</b>	<input type="text" value="317-888-8888"/>	<b>Ext:</b>	<input type="text"/>
<b>Contact Email:</b> *	<input type="text" value="bsmith@riskmgmt.com"/>		

\* denotes a required field

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Figure 3-9. Bond Information Page

3.1.14. The next screen will allow you to upload files needed to support the application (Figure 3-10. Attach Files Page). The page may suggest the files that should be uploaded for the application. Each file uploaded must be in PDF format and cannot exceed 5MB in size.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice New Application - Attach Documents Help

**Search Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

---

**New Application: Attach Files**

Add attachments on this page by selecting the file with the Browse button, adding a File Title and clicking the Add File button. When all files have been added, click Previous or Next to continue. All files must be Adobe Acrobat (.pdf) files to be attached.

Please attach the following documents as part of your commercial driveway application:

- 1) Driveway plans
- 2) Driveway Permit Bond (Form [41523](#))
- 3) Drainage Impact Study (For projects that disturb more than one acre)
- 4) Power of Attorney (For bonding company agent)
- 5) Proof of Ownership
- 6) Legal Description (Warranty Deed)
- 7) Anticipated traffic details or Traffic Impact Study
- 8) Power of Attorney for Design Engineer (for Consent form, click [here](#))

**File Attach**

Click the Browse button to attach a file. Each file should be no more than 2 MB in size.

File To Attach:

Title Options:

File Title\*:

[Download Acrobat Reader](#)

**File List**

File Title	File Name	File Size	Created
<input data-bbox="834 1323 906 1346" type="button" value="Previous"/> <input data-bbox="922 1323 964 1346" type="button" value="Next"/> <input data-bbox="997 1323 1057 1346" type="button" value="Cancel"/>			

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Figure 3-10. Attach Files Page

3.1.15. To attach a file, click the Browse button. A new window will appear that will allow you to navigate to the file to upload (Figure 3-11). Navigate to and select the file to upload. Click the Open button to select the file and return to the website.

*Note: Only one file can be uploaded a time through this window.*

*Note: Clicking the cancel button on this window will close the window without selecting a file to upload.*

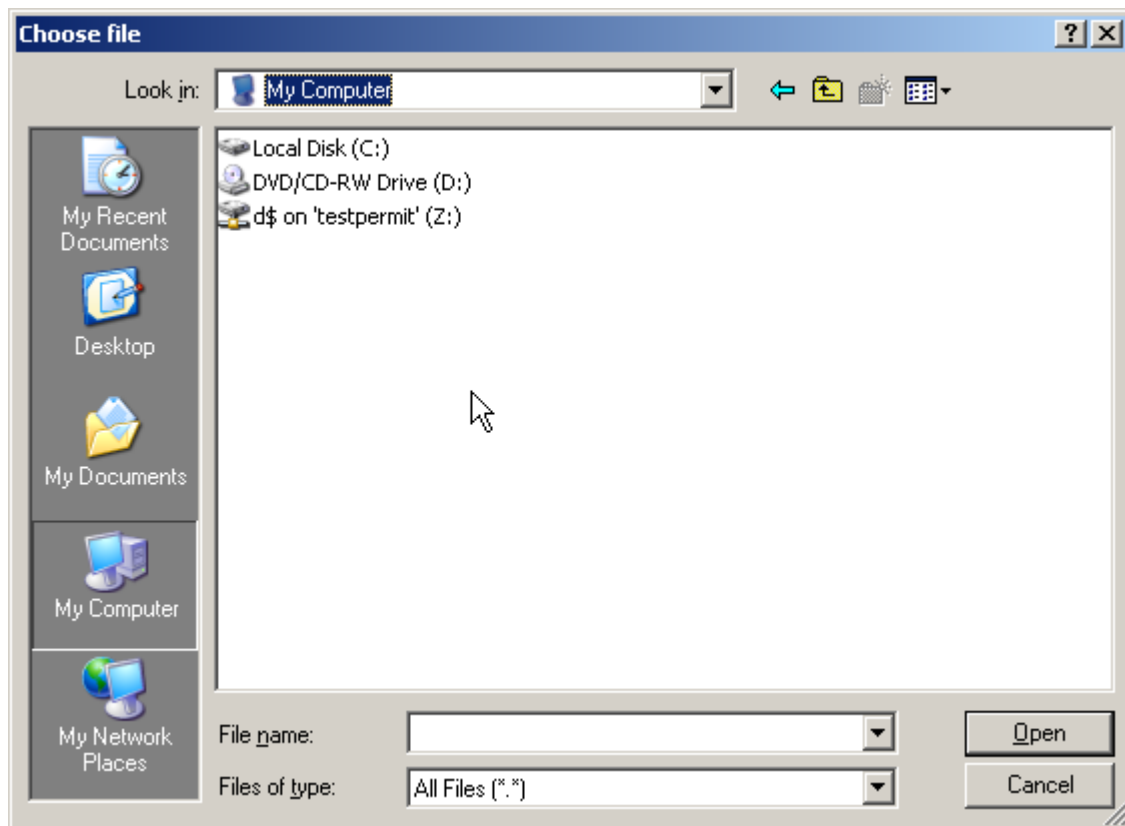


Figure 3-11. File Selection Window

- 3.1.16. Once you have selected a file and supplied the file title, click the Add File button to upload the file and store it with the application.

*Note: Clicking the Reset button will reset the form fields to their default values.*

- 3.1.17. Once all the necessary files have been uploaded, click the Next button to continue with the application process.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button*

3.1.18. The next page will allow you to review the application before submission (Figure 3-12). This page also displays the application fee (if not waived) that must be collected before the application can be submitted. Click the Submit button to submit the application.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice New Application - Submit Help

**Search Applications**  
 - Create New Application  
 - View Applications

**Permits**  
 - Active Permits  
 - Expired Permits  
 - Cancelled Permits

**Reports**  
 - Permit Reconciliation  
 - Activity On Bond

**Transfers**

**Administration**  
 - Customer Admin  
 - Company Admin

**Logout**

---

**New Application: Review & Submit**

You have completed the application for a permit. Below, you can review your application on-line. When you are satisfied, press the submit button.

The submit process will route your application to the INDOT staff responsible, and will charge fees as detailed below. You will receive a confirmation web page when this process completes - if you do not see that confirmation, no fees have been charged, and may resubmit your application later from this page.

**Summary**

<b>Tracking #:</b>	T0000013252	<b>Permit #:</b>	
<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Entered	<b>Submit Date:</b>	
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Billing Information**

Fee: \$600

CAUTION - Pressing Submit will submit your application and charge the fee indicated to the credit card listed below:

**Credit Card Type: \***

**Credit Card Number: \***  **Expiration Date: \***

**Name on Card: \***

**Address: \***

**City: \***  **State: \***  **Postal Code: \***

\* denotes a required field

Please click the Submit button only one time, and wait for the results. Clicking more than once could result in multiple applications, and fees, being submitted.

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Figure 3-12. Review and Submit Page

3.1.19. To review the permit application, click the Review button. A new window will open which will display the application PDF generated by the application process through the website (Figure 3-13).

*Note: To close this window, click the X located in the upper right corner.*


http://testoracle1/EPS/PrintFile.aspx?fileinfo=231332|0|all - Microsoft Internet Explorer

94%

Bookmark

Right Of Way Permit Application T0000013252  
As of: 10/27/2005 10:31:42 AM

Bookmarks  
Thumbnails  
Comments  
Signatures

 **DRIVEWAY PERMIT**  
State Form 1945 (R6 / 3-00)  
Approved by State Board of Accounts, 2000

**STATE OF INDIANA**  
**INDIANA DEPARTMENT OF TRANSPORTATION**

Type of Permit:  
☐ Private Driveway Class \_\_\_\_\_  
☐ Minor Commercial Driveway Class \_\_\_\_\_  
☐ Sub-minor Commercial Driveway Class \_\_\_\_\_  
☒ Major Commercial Driveway Class Class III

District Greenfield Subdistrict Indianapolis Subdistrict telephone number 317-356-2411 Ext 26

Driveway location: \_\_\_\_\_ Reference pt. number 104 - 104

☒ Legal description of Parcel is attached (All driveway applications)  
☒ 20 year Certified Title Search or Title Insurance is attached (All commercial driveway applications)

Present use of Parcel(s): \_\_\_\_\_

Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant: \_\_\_\_\_

Bond required: ☒ Yes ☐ No If Yes, Penal Sum \$ 25000 Bond number 12345

APPLICATION FEE: (Make check or bank draft payable to "Indiana Department of Transportation") \$ 600

SPECIAL PROVISIONS: \_\_\_\_\_

THE APPLICANT AGREES TO INDEMNIFY, DEFEND, EXCULPATE, AND HOLD HARMLESS THE STATE OF INDIANA, ITS OFFICIALS AND EMPLOYEES FROM ANY LIABILITY DUE TO LOSS, DAMAGE, INJURIES, OR OTHER CASUALTIES OF WHATSOEVER KIND, OR BY WHOMSOEVER CAUSED, TO THE PERSON OR PROPERTY OF ANYONE ON OR OFF THE RIGHT-OF-WAY ARISING OUT OF, OR RESULTING FROM THE ISSUANCE OF THIS PERMIT OR THE WORK CONNECTED THEREWITH, OR FROM THE INSTALLATION, EXISTENCE, USE, MAINTENANCE, CONDITIONS, REPAIRS, ALTERATION, OR REMOVAL OF ANY EQUIPMENT OR MATERIAL, WHETHER DUE IN WHOLE OR IN PART TO THE NEGLIGENT ACTS OR OMISSIONS (1) OF THE STATE, ITS OFFICIALS, AGENTS, OR EMPLOYEES; OR (2) OF THE APPLICANT, HIS AGENTS, OR EMPLOYEES; OR OTHER PERSONS ENGAGED IN THE PERFORMANCE OF THE WORK, OR (3) THE JOINT NEGLIGENCE OF ANY OF THEM, INCLUDING ANY CLAIMS ARISING OUT OF THE WORKMENS COMPENSATION ACT OR ANY OTHER LAW, ORDINANCE, ORDER, OR DECREE. THE APPLICANT ALSO AGREES TO PAY ALL REASONABLE EXPENSES AND ATTORNEYS FEES INCURRED BY OR IMPOSED ON THE STATE IN CONNECTION HERewith IN \_\_\_\_\_ EVENT THAT THE APPLICANT SHALL DEFAULT UNDER THE PROVISIONS OF THIS PARAGRAPH.

Signature of permit applicant \_\_\_\_\_ Printed name of permit applicant Jennifer Spioe

Name of company organization \_\_\_\_\_ Telephone number \_\_\_\_\_

Application number T0000013252  
 Read number 1-65  
 County number 49  
 Expiration date \_\_\_\_\_  
 Issue date \_\_\_\_\_

1 of 1 8.5 x 11 in

Done Internet

Figure 3-13. Application Review PDF

- 3.1.20. Click the Submit button on the Review and Submit page (Figure 3-12) will submit your payment for the permit and will send the permit to INDOT for review once payment is received. The Submission Confirmation page (Figure 3-14) will indicate if the payment was successfully received and if the permit was successfully submitted to INDOT.

*Note: Click the OK button to return to the EPS Home Page.*

The screenshot shows the 'New Application: Submission Confirmation' page. The header includes the Indiana Department of Transportation logo and the text 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System'. The user 'Jennifer Spice' is logged in, and there is a 'New Application Help' link. A left sidebar contains navigation links: Search Applications, Permits, Reports, Transfers, Administration, and Logout. The main content area displays a confirmation message: 'Your application has been received by INDOT and will be reviewed.' Below this is a 'Summary' section with application details. An 'OK' button is located at the bottom of the summary section. The footer contains the copyright notice: '© Copyright 2003, Indiana Department of Transportation'.

New Application: Submission Confirmation			
Your application has been received by INDOT and will be reviewed.			
Summary			
<b>Tracking #:</b>	T0000013252	<b>Permit #:</b>	
<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/27/2005 10:32:11 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

OK

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Figure 3-14. Submission Confirmation Page



## 3.2. Create New Application (for consulting firms)

### **Applicable Roles**

Customer  
Customer Admin

### **Summary**

Use this process to apply for a permit.

### **Process**

- 3.2.1. To begin the application process, click the Create New Application link on the menu. The Applicant's Acceptance Agreement page (Figure 3-15) will be displayed. The applicant must accept the agreement before the application can be started.

*Note: Clicking the cancel button will return the user to the EPS home page without saving any information.*

The screenshot shows the 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System' interface. On the left is a dark blue sidebar with a navigation menu. The top of the sidebar shows the user 'Jennifer Spice' and a 'New Application Help' link. The menu includes sections for Search, Applications (with links to Create New Application and View Applications), Permits (with links to Active, Expired, and Cancelled Permits), Reports (with links to Permit Reconciliation and Activity On Bond), Transfers, Administration (with links to Customer Admin and Company Admin), and Logout. The main content area has a dark blue header with the title 'APPLICANTS ACCEPTANCE AGREEMENT'. Below this, there are three paragraphs of text detailing the agreement. At the bottom of the main content area are two buttons: 'I Agree' and 'Cancel'. A copyright notice '© Copyright 2003, Indiana Department of Transportation' is visible at the very bottom of the page.

INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

Jennifer Spice New Application Help

**Search**  
**Applications**  
- Create New Application  
- View Applications  
**Permits**  
- Active Permits  
- Expired Permits  
- Cancelled Permits  
**Reports**  
- Permit Reconciliation  
- Activity On Bond  
**Transfers**  
**Administration**  
- Customer Admin  
- Company Admin  
**Logout**

**APPLICANTS ACCEPTANCE AGREEMENT**

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.

If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this application.

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Figure 3-15. Applicant's Acceptance Agreement

- 3.2.2. Once the Acceptance Agreement is accepted, the user will be prompted to enter the type of permit for which he is applying (Figure 3-16). When the Permit Type is changed, the page will refresh with appropriate permit codes. For a description of the permit types and codes, see the text below the drop downs. Once the correct permit type and code are selected, click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.*

*Note: Clicking the Previous button will return the user to the previous page in the application process.*

The screenshot shows the 'New Application - Select Permit Type and Permit Code' page of the Indiana Department of Transportation's Electronic Permitting System. The page has a dark blue header with the Indiana Department of Transportation logo and the text 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System'. Below the header, the user's name 'Jennifer Spice' is displayed on the left, and the page title 'New Application - Select Permit Type Help' is on the right. A left sidebar contains navigation links for Search Applications, Permits, Reports, Transfers, Administration, and Logout. The main content area is titled 'New Application - Select Permit Type and Permit Code' and features two dropdown menus: 'Permit Type:' set to 'Driveway' and 'Permit Code:\*' set to 'Major Commercial'. Below these is a section titled 'Permit Type Descriptions' with three entries: 'COMMERICAL MAJOR DRIVEWAY PERMIT', 'COMMERICAL MINOR DRIVEWAY PERMIT', and 'PRIVATE DRIVEWAY PERMIT', each with a detailed description. At the bottom of the main content area are three buttons: 'Previous', 'Next', and 'Cancel'. A red asterisk note states '\* denotes a required field'. The footer of the page reads '© Copyright 2003, Indiana Department of Transportation'.

INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

Jennifer Spice

New Application - Select Permit Type Help

Search Applications

- Create New Application
- View Applications

Permits

- Active Permits
- Expired Permits
- Cancelled Permits

Reports

- Permit Reconciliation
- Activity On Bond

Transfers

Administration

- Customer Admin
- Company Admin

Logout

New Application - Select Permit Type and Permit Code

Permit Type: Driveway Permit Code:\* Major Commercial

Permit Type Descriptions

**COMMERICAL MAJOR DRIVEWAY PERMIT:** This type of approach connects the highway to the private property used for commercial purposes or to a public property which attracts enough traffic to require auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or rural area. It can also be designated as either a class III or IV driveway approach (see section 4 in the Drive Permit Manual for details).

**COMMERICAL MINOR DRIVEWAY PERMIT:** This type of approach connects the highway to private property used for commercial purposes, or to a public property, and which does not attract sufficient traffic to warrant an auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or a rural area. It can also be designated as either a class III or IV driveway approach (See Section 4 in the Driveway Permit Manual for details).

**PRIVATE DRIVEWAY PERMIT:** This type access connects the highway to private property having a residence, barn, or private garage, in improved or unimproved condition, used by the owner or occupant of the premises, guests, and necessary service vehicles. The location for this type of driveway can be in either an urban or a rural area. It can also be designated as either a Class I, II, or V driveway approach (See Section 4 in the Driveway Permit Manual for details).

Previous Next Cancel

\* denotes a required field

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Figure 3-16. Select Permit Type and Permit Code Page

3.2.3. If the selected permit type and permit code is a Commercial Driveway (major or minor) or a Public Road Approach (major or minor), the Checklist for Commercial Driveways will be displayed (Figure 3-17). This page is merely informational, and provides guidelines to the permittee regarding the information needed for driveway permits. Click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.*

*Note: Clicking the Previous button will return the user to the previous page in the application process.*



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

New Application - Checklist for Commercial Drives Help

**Search**

**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

**Checklist for Commercial Driveways**

Before submitting an application for a commercial driveway, please review this checklist to see what information will be needed during the application process. Note that all documents that are to be attached are required to be in PDF format. This includes any plans, studies, drawings or forms. For more information on the PDF format, click [here](#).

- 1) The commercial driveway application. During the application process, the system will request information that will automatically populate the driveway application. This will include a description and location of the project as well as applicant and bond information and the company that they represent.
- 2) Driveway plans will need to be attached. The following must be shown on these plans:
  - a) A design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
  - b) The R/W, centerline, curbs, medians, existing pavement markings, crossovers, ditch lines, existing drains and location of each, drawn at engineer's scale of 1" = 20' / 1" = 30'.
  - c) Existing lane widths and proposed lane alterations if applicable. NOTE: If lane alignments are altered, full width resurfacing will more than likely be required, from beginning to end of project.
  - d) Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineer's scale 1" = 50'.
  - e) On site drainage - before and after grading must be shown on a grading plan or contoured on the driveway for additional runoff caused by the improvement.
  - f) Side ditch pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.
  - g) Drives requiring deceleration lanes and tapers must be shown.
  - h) A site plan showing parking area and buildings must accompany this application.
  - i) Proposed traffic control plan.
  - j) All Major Commercial Driveway Applications (access requiring auxiliary lanes) must include cross sections from beginning to end of project.
- 3) Driveway Permit Bond (Form 41523). The bond should be in an amount sufficient to cover all the work proposed in the right of way. If there is a question regarding the amount of the bond, then consult with the permit inspector. Note that the bond and application must bear the same name (Property Owner). You can obtain a blank bond form by clicking [here](#).
- 4) Projects that disturb more than one acre must include a drainage impact study. Projects requiring drainage impact studies must be designed using a 50 year storm with a release rate no more than 10 year predeveloped runoff. Calculations should be performed in a manner that will generate hydrographs. If any local ordinance is more restrictive, then they must be adhered to.
- 5) Power of Attorney. In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that the agent signing the bond has the authority to sign on behalf of the insurance company. This document needs to be notarized.
- 6) Proof of Ownership - In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that you have title insurance. All liens, easements or any other encumbrances on the property must be disclosed in this document.
- 7) Legal Description (Warranty Deed) - In the file attachment step of creating an application, you will be requested to attach a warranty deed and a legal description of the property (in PDF format)
- 8) A document (in PDF format) will be required that describes the anticipated traffic that will be generated. Please include the number of vehicles per hour at the peak hour, the number of vehicles per day, and the speed limit. Please review the Driveway Permit Manual [here](#) for details regarding driveway permit application requirements. Note the threshold values in Section 32 to determine if a traffic study will be required.
- 9) Developments with frontages in excess of 400 feet will more than likely be required to relinquish the remaining access rights through an [Access Control Deed](#).)
- 10) Additional documentation or support information may be requested depending upon any unique circumstances that may be revealed during the review process. You will be contacted if additional information is needed.

Previous
Next
Cancel


\* denotes a required field

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Figure 3-17. Checklist for Commercial Driveways Page

- 3.2.4. The next page is a map of the state of Indiana (Figure 3-18). Select a district within the state where the work is to be performed by clicking the map in the approximate location of the work. Each colored section represents a district within the state. Select a district by clicking within the boundaries of the desired district.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice

New Application Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

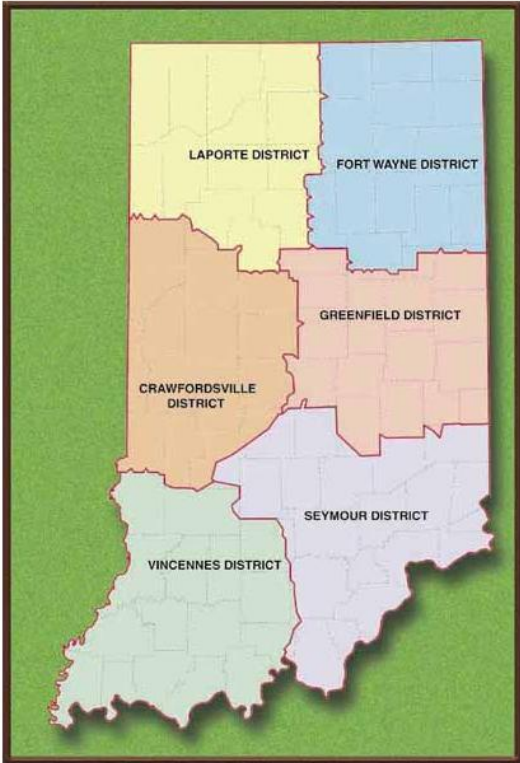
- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Please click on the district area map:**  
[\(Application is on Toll Road\)](#)



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Figure 3-18. State Map Page

- 3.2.5. After choosing a district by clicking on the state map, the district map will be displayed (Figure 3-19). The red lines on the district map correspond to county boundaries. The blue dotted lines on this map represent the subdistrict areas. Select the subdistrict in which the work will be performed by clicking within the subdistrict's boundaries on the map.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

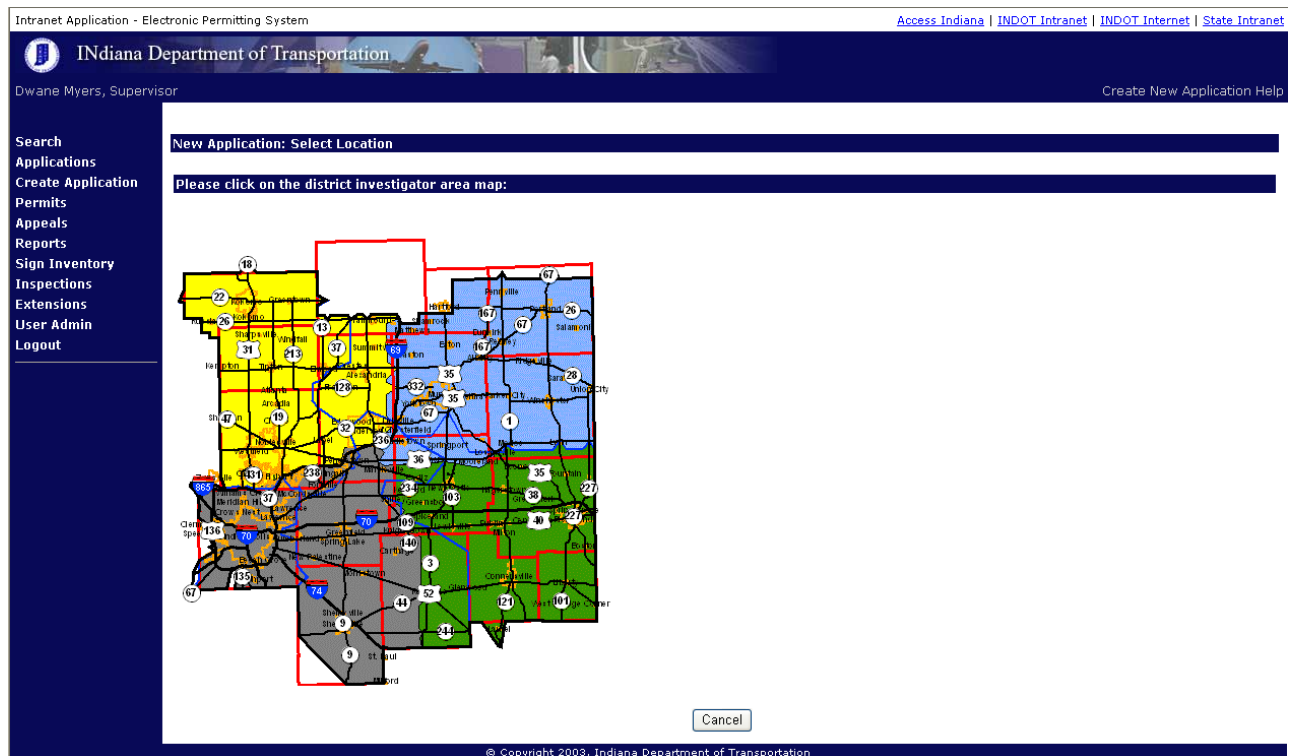


Figure 3-19. District Map Page

- 3.2.6. Consulting firms need to specify whom they are working on behalf of (Figure 3-20). If the consultant is working on behalf of a client who is eligible for waived permit fees, the consultant should choose their client from the top drop down. If the client is not listed in this drop down and the consultant feels that it should be, the consultant should contact INDOT to have their client added.
- 3.2.7. If the consulting firm is working on behalf of a client who is not eligible for waived fees, the consultant should choose his client from the second drop down, or if the client is not listed in this drop down, the consultant should type the client's name in the text box.
- 3.2.8. If the client does exist in either of the drop downs, the third drop down will refresh with the names of registered users associated with the client company. If the contact at the client company is listed in this drop down, the consultant should choose this user from the drop down.

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice Working On Behalf Of... Help

**Search**  
**Applications**  
- Create New Application  
- View Applications  
**Permits**  
- Active Permits  
- Expired Permits  
- Cancelled Permits  
**Reports**  
- Permit Reconciliation  
- Activity On Bond  
**Transfers**  
**Administration**  
- Customer Admin  
- Company Admin  
**Logout**

**Consultant Work On Behalf Of**

If permit fees should be waived for your client, please choose the company for which you are working on behalf of from the dropdown box. If the company is not listed, please contact INDOT so that the company's eligibility for waived fees may be verified and the company added to the site.

**Waived Fee Eligible Company: \***

If your client is subject to permit fees, please choose the company for which you are working on behalf of from the dropdown box. If your client is not listed, please supply the client name in the textbox.

**Client Company: \***

**or type Client Company Name: \***

The company you have chosen has registered users on the EPS site. Please choose your client contact name if it is listed in the dropdown list.

**Client Company Contact:**

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Figure 3-20. Consultant Work on Behalf of Page

- 3.2.9. The next step in the application process is the Application Details Page (Figure 3-21). This page will reflect some of the information selected in previous screens, such as Permit Type, Permit Code, District, and Subdistrict, and will have related information, such as the Investigator's name, phone number and the permit fee. The remaining information must be supplied by the user.

*Note: Required fields are denoted by \* and must be supplied before the user can be saved.*

*Note: To aid the permit application approval process, this page should be filled out as completely as possible.*

- 3.2.10. The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection.

*Example: 2 miles south of US-40 and 150 ft. north of Davis Rd.*

- 3.2.11. The Road Number text box requires a specific formatting of the data. The first character(s) should indicate road type, followed by a dash (-), followed then by the road number. If the format is not correct, an error message will be displayed when you click the 'Next' button.

*Examples: SR-37, I-70, US-40.*

- 3.2.12. For help on entering the correct Road Reference Points, click on the Create New Application - Details Help link located in the upper right hand corner of the website. This will open help text in a new window (**Error! Reference source not found.**). Scroll the help text to the Details section of the Create Offline Application process. Look for a link to the Indiana Department of Transportation – Publications website where you will find more information on the Roadway Referencing System.

- 3.2.13. The next step in an Application Details page. This page will reflect some information selected in previous screens such as Permit Type, Permit Code, District and Subdistrict, and will have related information such as the investigator name, phone number and the Permit Fee. All other information should be filled out by the user.

The Project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd)

To help process, this page should be filled out as completely as possible – however, there are only two fields that require the user to enter data in order to go to the next screen. These are indicated by a “\*” character.

The Road Number text box requires a specific formatting of the data – the first character(s) should indicate road type, followed by a dash (-), then the road number. Examples of the format are: SR-37, I-70, US-40. If the format is not correct, an error message will be displayed when you hit the next button.

For help on entering the correct Road Reference Points, click the link on the screen, to the right of the Start RRP: text box, that says “Click for RRP Info”.

When the information is provided, click the Next button to proceed with the application (Figure 3-21).

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*





# INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

Jennifer Spice

New Application - Details Help

## Search

### Applications

- Create New Application
- View Applications

### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

### Reports

- Permit Reconciliation
- Activity On Bond

### Transfers

#### Administration

- Customer Admin
- Company Admin

### Logout

## New Application - Details

<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>Road #:</b> *	<input type="text"/>	<b>County:</b>	Adams <input type="text"/>
<b>Start RRP:</b> *	<input type="text"/> <a href="#">Click for RRP Info</a>	<b>End RRP:</b>	<input type="text"/>
<b>District:</b>	Greenfield	<b>Subdistrict:</b>	Indianapolis
<b>Investigator Phone:</b>	317-356-2411 Ext. 26	<b>Investigator:</b>	Martens, Robert
<b>Permit Fee:</b>	\$600.00	<b>Permit Fee Waived:</b>	No

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Location:</b>	<input type="text"/>
<b>Present Use:</b>	<input type="text"/>
<b>Proposed Use:</b>	<input type="text"/>
<b>Work Order #:</b>	<input type="text"/>

Previous

Next

Cancel

\* denotes a required field

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Figure 3-21. New Application Details Page

3.2.14. If the chosen Permit Code is Major Commercial Driveway or Minor Commercial Driveway, the next page contains some questions regarding the driveway (Figure 3-22). Answer the questions and click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the permit application can be saved.*

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

The screenshot shows the 'Enter Commercial Driveway Details' page of the Indiana Department of Transportation's Electronic Permitting System. The page has a dark blue header with the department's logo and name. A sidebar on the left contains navigation links for Search, Applications, Permits, Reports, Transfers, Administration, and Logout. The main content area is titled 'Enter Commercial Driveway Details' and contains a form with six numbered questions. Questions 1, 2, 3, and 5 have text input fields, while question 4 has radio buttons for 'Curbed' and 'Non-Curbed'. Question 6 has a text input field. A 'Previous' button, a 'Next' button, and a 'Cancel' button are located at the bottom of the form. A red asterisk legend indicates that an asterisk denotes a required field. The footer of the page shows the copyright notice: '© Copyright 2003, Indiana Department of Transportation'.

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

New Application - Commercial Driveway Details Help

**Enter Commercial Driveway Details**

Please answer the following questions regarding the details of your proposed driveway.

- 1) Property Owner Name:\*
- 2) Designer Name:\*
- 3) Designer Firm Name:\*
- 4) Does the driveway join to a curbed section of road? \*  
☐ Curbed ☐ Non-Curbed
- 5) Name of Development:
- 6) Contractor Name:

\* denotes a required field

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Figure 3-22. Commercial Driveway Details Page

3.2.15. The next screen will ask for Applicant information (Figure 3-23). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

*Note: Required fields are denoted by \* and must be supplied before the user can be saved.*

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

New Application - Enter Applicant Information Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Enter Applicant Information**

Please enter or update the applicant information below. If this is an application for a particular company, please enter the company information as well.


<b>Applicant First Name: *</b>	<input type="text" value="Jennifer"/>	<b>Last Name: *</b>	<input type="text" value="Spice"/>
<b>Applicant Address 1: *</b>	<input type="text"/>		
<b>Applicant Address 2:</b>	<input type="text"/>		
<b>City: *</b>	<input type="text"/>	<b>State: *</b>	<input type="text" value="IN"/>
<b>Postal Code: *</b>	<input type="text"/>		
<b>Applicant Phone: *</b>	<input type="text" value="317-908-3656"/>	<b>Ext:</b>	<input type="text"/>
<b>Applicant Email: *</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		
<b>Company Name:</b> <input type="text" value="Client Review Company"/>			
<b>Company Address 1:</b> <input type="text" value="11405 N. Pennsylvania St"/>			
<b>Company Address 2:</b> <input type="text" value="Suite 210"/>			
<b>City:</b>	<input type="text" value="Carmel"/>	<b>State:</b>	<input type="text" value="IN"/>
<b>Postal Code:</b>	<input type="text" value="46032"/>		
<b>Company Contact First Name: *</b>	<input type="text" value="Jennifer"/>	<b>Company Contact Last Name: *</b>	<input type="text" value="Spice"/>
<b>Company Contact Phone: *</b>	<input type="text" value="317-908-3656"/>	<b>Company Contact Extension:</b>	<input type="text"/>
<b>Company Contact Email: *</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

**\* denotes a required field**

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Figure 3-23. Applicant Information Page

- 3.2.16. If you are required to have a bond before work begins, the next screen will ask for the Bond information (Figure 3-24Figure 3-9). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.
- Note: Required fields are denoted by \* and must be supplied before the information can be saved.*
- Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*
- Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

New Application - Enter Bond Information Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Enter Bond Information**

Please enter or update the bond company information below. This information is for the company that holds the bond for your project.

<b>Bond #:</b> *	<input type="text" value="12345"/>	<b>Bond Amount:</b> *	<input type="text" value="\$ 25000"/>
<b>Bond Company:</b> *	<input type="text" value="Risk Mgmt"/>	<b>Bond Effective Date:</b> *	<input type="text" value="1/1/2005"/>
<b>Address 1:</b>	<input type="text" value="123 West St."/>		
<b>Address 2:</b>	<input type="text"/>		
<b>City:</b>	<input type="text" value="Indianapolis"/>	<b>State:</b> IN	<b>Postal Code:</b> <input type="text" value="46202"/>
<b>Contact Person:</b> *	<input type="text" value="Bob Smith"/>		
<b>Contact Phone:</b>	<input type="text" value="317-888-8888"/>	<b>Ext:</b>	<input type="text"/>
<b>Contact Email:</b> *	<input type="text" value="bsmith@riskmgmt.com"/>		

\* denotes a required field

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Figure 3-24. Bond Information Page

3.2.17. The next screen will allow you to upload files needed to support the application (Figure 3-25). The page may suggest the files that should be uploaded for the application. Each file uploaded must be in PDF format and cannot exceed 5MB in size.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice New Application - Attach Documents Help

**Search Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

---

**New Application: Attach Files**

Add attachments on this page by selecting the file with the Browse button, adding a File Title and clicking the Add File button. When all files have been added, click Previous or Next to continue. All files must be Adobe Acrobat (.pdf) files to be attached.

Please attach the following documents as part of your commercial driveway application:

- 1) Driveway plans
- 2) Driveway Permit Bond (Form [41523](#))
- 3) Drainage Impact Study (For projects that disturb more than one acre)
- 4) Power of Attorney (For bonding company agent)
- 5) Proof of Ownership
- 6) Legal Description (Warranty Deed)
- 7) Anticipated traffic details or Traffic Impact Study
- 8) Power of Attorney for Design Engineer (for Consent form, click [here](#))

**File Attach**

Click the Browse button to attach a file. Each file should be no more than 2 MB in size.

File To Attach:

Title Options:

File Title\*:

[Download Acrobat Reader](#)

**File List**

File Title	File Name	File Size	Created
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

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Figure 3-25. Attach Files Page

3.2.18. To attach a file, click the Browse button. A new window will appear that will allow you to navigate to the file to upload (Figure 3-26). Navigate to and select the file to upload. Click the Open button to select the file and return to the website.

*Note: Only one file can be uploaded a time through this window.*

*Note: Clicking the cancel button on this window will close the window without selecting a file to upload.*

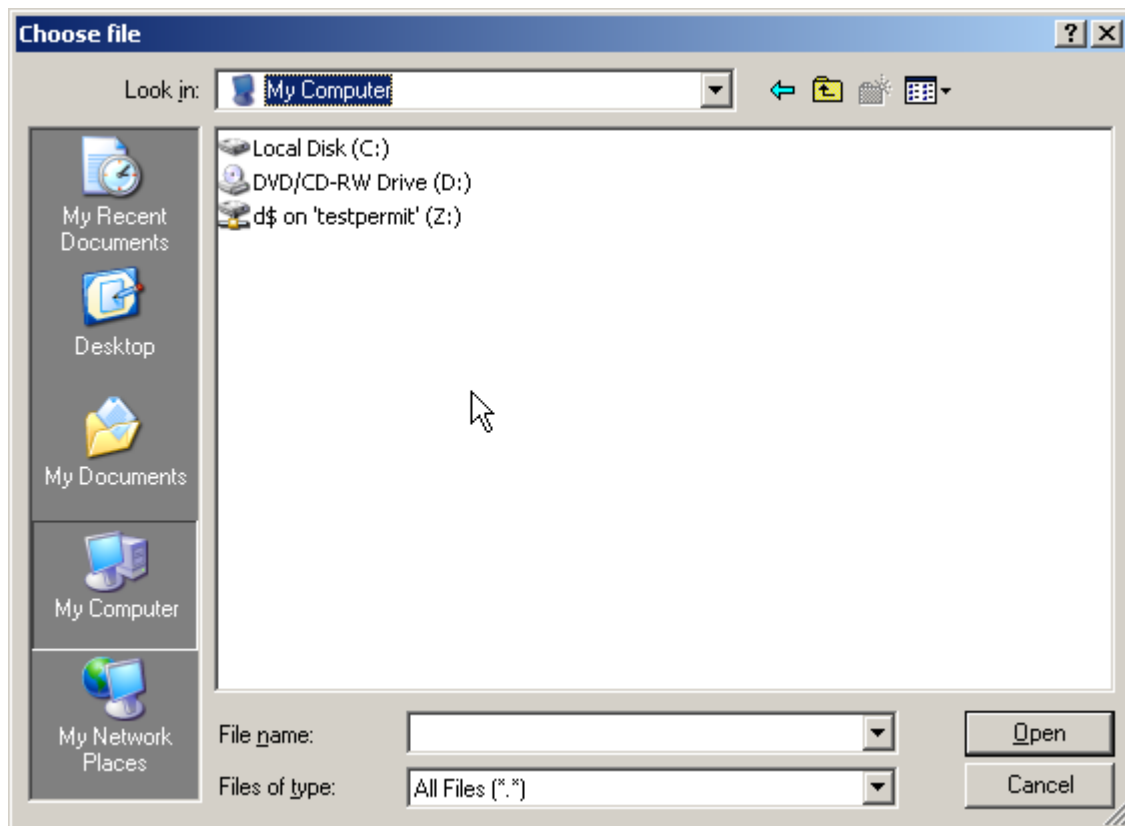


Figure 3-26. File Selection Window

3.2.19. Once you have selected a file and supplied the file title, click the Add File button to upload the file and store it with the application.

*Note: Clicking the Reset button will reset the form fields to their default values.*

3.2.20. Once all the necessary files have been uploaded, click the Next button to continue with the application process.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button*

3.2.21. The next page will allow you to review the application before submission (Figure 3-27). This page also displays the application fee (if not waived) that must be collected before the application can be submitted. Click the Submit button to submit the application.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button.*

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice New Application - Submit Help

**Search Applications**  
 - Create New Application  
 - View Applications

**Permits**  
 - Active Permits  
 - Expired Permits  
 - Cancelled Permits

**Reports**  
 - Permit Reconciliation  
 - Activity On Bond

**Transfers**

**Administration**  
 - Customer Admin  
 - Company Admin

**Logout**

---

**New Application: Review & Submit**

You have completed the application for a permit. Below, you can review your application on-line. When you are satisfied, press the submit button.

The submit process will route your application to the INDOT staff responsible, and will charge fees as detailed below. You will receive a confirmation web page when this process completes - if you do not see that confirmation, no fees have been charged, and may resubmit your application later from this page.

**Summary**

<b>Tracking #:</b>	T0000013251	<b>Permit #:</b>	
<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Entered	<b>Submit Date:</b>	
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Billing Information**

Fee: \$600

CAUTION - Pressing Submit will submit your application and charge the fee indicated to the credit card listed below:

**Credit Card Type: \***

**Credit Card Number: \***  **Expiration Date: \***

**Name on Card: \***

**Address: \***

**City: \***  **State: \***  **Postal Code: \***

\* denotes a required field

Please click the Submit button only one time, and wait for the results. Clicking more than once could result in multiple applications, and fees, being submitted.

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Figure 3-27. Review and Submit Page

3.2.22. To review the permit application, click the Review button. A new window will open which will display the application PDF generated by the application process through the website (Figure 3-28).

*Note: To close this window, click the X located in the upper right corner.*


http://testoracle1/EPS/PrintFile.aspx?fileinfo=231326|0|all - Microsoft Internet Explorer

94%

Bookmark

Right Of Way Permit Application T000001325  
As of: 10/27/2005 10:25:29 AM

Bookmarks  
Thumbnails  
Comments  
Signatures

 **DRIVEWAY PERMIT**  
State Form 1945 (R6 / 3-00)  
Approved by State Board of Accounts, 2000

**STATE OF INDIANA**  
**INDIANA DEPARTMENT OF TRANSPORTATION**

Type of Permit:  
☐ Private Driveway Class \_\_\_\_\_  
☐ Minor Commercial Driveway Class \_\_\_\_\_  
☐ Sub-minor Commercial Driveway Class \_\_\_\_\_  
☒ Major Commercial Driveway Class Class III

District Greenfield Subdistrict Indianapolis Subdistrict telephone number 317-356-2411 Ext 26

Driveway location: \_\_\_\_\_ Reference pt. number 103 - 103

☒ Legal description of Parcel is attached (All driveway applications)  
☒ 20 year Certified Title Search or Title Insurance is attached (All commercial driveway applications)

Present use of Parcel(s): \_\_\_\_\_

Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant: \_\_\_\_\_

Bond required: ☐ Yes ☒ No If Yes, Penal Sum \$ \_\_\_\_ Bond number \_\_\_\_

APPLICATION FEE: (Make check or bank draft payable to "Indiana Department of Transportation") \$ 600

SPECIAL PROVISIONS: \_\_\_\_\_

THE APPLICANT AGREES TO INDEMNIFY, DEFEND, EXCULPATE, AND HOLD HARMLESS THE STATE OF INDIANA, ITS OFFICIALS AND EMPLOYEES FROM ANY LIABILITY DUE TO LOSS, DAMAGE, INJURIES, OR OTHER CASUALTIES OF WHATSOEVER KIND, OR BY WHOMSOEVER CAUSED, TO THE PERSON OR PROPERTY OF ANYONE ON OR OFF THE RIGHT-OF-WAY ARISING OUT OF, OR RESULTING FROM THE ISSUANCE OF THIS PERMIT OR THE WORK CONNECTED THEREWITH, OR FROM THE INSTALLATION, EXISTENCE, USE, MAINTENANCE, CONDITIONS, REPAIRS, ALTERATION, OR REMOVAL OF ANY EQUIPMENT OR MATERIAL, WHETHER DUE IN WHOLE OR IN PART TO THE NEGLIGENT ACTS OR OMISSIONS (1) OF THE STATE, ITS OFFICIALS, AGENTS, OR EMPLOYEES; OR (2) OF THE APPLICANT, HIS AGENTS, OR EMPLOYEES; OR OTHER PERSONS ENGAGED IN THE PERFORMANCE OF THE WORK; OR (3) THE JOINT NEGLIGENCE OF ANY OF THEM; INCLUDING ANY CLAIMS ARISING OUT OF THE WORKMENS COMPENSATION ACT OR ANY OTHER LAW, ORDINANCE, ORDER, OR DECREE. THE APPLICANT ALSO AGREES TO PAY ALL REASONABLE EXPENSES AND ATTORNEYS FEES INCURRED BY OR IMPOSED ON THE STATE IN CONNECTION HERewith IN ANY EVENT THAT THE APPLICANT SHALL DEFAULT UNDER THE PROVISIONS OF THIS PARAGRAPH.

Signature of permit applicant \_\_\_\_\_ Printed name of permit applicant Jennifer Spioe

Name of company organization \_\_\_\_\_ Telephone number \_\_\_\_\_

Application number T0000013251  
 Read number 1-65  
 County number 49  
 Expiration date \_\_\_\_\_  
 Issue date \_\_\_\_\_

Done 1 of 1 8.5 x 11 in Internet

Figure 3-28. Application Review PDF



- 3.2.23. Click the Submit button on the Review and Submit page (Figure 3-27) will submit your payment for the permit and will send the permit to INDOT for review once payment is received. The Submission Confirmation page (Figure 3-29) will indicate if the payment was successfully received and if the permit was successfully submitted to INDOT.

*Note: Click the OK button to return to the EPS Home Page.*

The screenshot shows the 'New Application: Submission Confirmation' page. The header includes the Indiana Department of Transportation logo and the text 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System'. The user 'Jennifer Spice' is logged in, and a 'New Application Help' link is visible. A left sidebar contains navigation links for Search, Applications, Permits, Reports, Transfers, Administration, and Logout. The main content area displays a confirmation message: 'Your application has been received by INDOT and will be reviewed.' Below this is a 'Summary' section with two columns of application details. An 'OK' button is located at the bottom of the summary section. The footer of the page reads '© Copyright 2003, Indiana Department of Transportation'.

New Application: Submission Confirmation			
Your application has been received by INDOT and will be reviewed.			
Summary			
<b>Tracking #:</b>	T0000013251	<b>Permit #:</b>	
<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/27/2005 10:25:54 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Figure 3-29. Submission Confirmation Page

### 3.3. View Applications

#### **Applicable Roles**

Customer  
Customer Admin

#### **Summary**

This is the primary listing of all applications on the logged in user's list and serves as the home page for the EPSI site. For an application to appear on this list, the user must be in the community for the application. An application must have one of the following statuses to appear in this list: Submitted, Entered, In Progress – Pending Plate, In Progress – Pending Payment, or Denied.

### ***Process***

- 3.3.1. The Applications listing is initially filtered to show all applications, regardless of status. (Figure 4-1).
- 3.3.2. To view applications in a different status, choose the desired status from the Application Status dropdown list at the top of the page (Figure 4-1). When the status dropdown is changed, the page will refresh to display the updated list. No additional button click is necessary.
- 3.3.3. The Applications listing will only display the Tracking Number in the first column, as a Permit Number is not assigned until the application has been approved (Figure 4-1).

**4. To view the details of a given application in the list, click on Tracking Number link in the first column of the Applications (Figure 4-1). This will display the Application/Permit Details page for the selected item (Figure 4-2). For additional information on the Application/Permit Details Page, see Section 1**

#### 4.1.1. Application / Permit Details in this document.

The screenshot displays the Indiana Department of Transportation Electronic Permitting System interface. The header features the Indiana Department of Transportation logo and the text "INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System". The user "Jennifer Spice" is logged in, and links for "Main Menu" and "Help" are visible.

The left sidebar contains a navigation menu with the following sections:

- Search**
- Applications**
  - Create New Application
  - View Applications
- Permits**
  - Active Permits
  - Expired Permits
  - Cancelled Permits
- Reports**
  - Permit Reconciliation
  - Activity On Bond
- Transfers**
- Administration**
  - Customer Admin
  - Company Admin
- Logout**

The main content area is titled "View Applications". A red note states: "Note: All applications not submitted to INDOT for review 60 days after being created will be automatically purged by the system." Below the note is a dropdown menu for "Application Status" set to "(All)".

Tracking #	Type	Work Order #	County	Road	Start RRP	Status
<a href="#">T0000013203</a>	Cut Road		Marion	I-65	103	Submitted

Navigation links "<" and ">" are located below the table.

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Figure 4-1. Applications Listing Page



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

Jennifer Spice

[AP Details Help](#)

### Search

#### Applications

- Create New Application
- View Applications

#### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

#### Reports

- Permit Reconciliation
- Activity On Bond

#### Transfers

#### Administration

- Customer Admin
- Company Admin

#### Logout

#### Details

Start and End Date

Messages

Files

Print

Create Addendum

Extension Request

Additional Charges

### Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

### Application / Permit Detail

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="Robert Martens"/>	<b>Investigator Phone:</b>	<input type="text" value="317-356-2411"/>
<b>Investigator Email:</b>	<input type="text" value="rmartens@indot.state.in.us"/>	<b>Phone Ext.:</b>	<input type="text" value="26"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Project Purpose:</b>	<input type="text"/>

### Project Information

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

### Bond Information

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

### Applicant Information

<b>Applicant First Name:</b>	<input type="text" value="Jennifer"/>	<b>Last Name:</b>	<input type="text" value="Spice"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 4-2. Application Permit Details Page

## 5. Permits

### 5.1. Active Permits

#### ***Applicable Roles***

Customer

Customer Admin

#### ***Summary***


This is the primary listing of all permits on the logged in user's list. For a permit to appear on this list, the user must be in the community for the permit. A permit will have one of the following statuses to appear in this list: Active, and Active – Does not Comply.

#### ***Process***

Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.

- 5.1.1. The list is shows only those permits with a status of Active or Active – Does not Comply (Figure 5-1).
- 5.1.2. To view the details of a given permit in the list, click on the Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-2). For additional information on the Application/Permit Details Page, see Section 1

### 5.1.3. Application / Permit Details in this document.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice

Main Menu Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**


**Active Permits**

Tracking # Permit #	Type	Work Order #	County	Road	Start RRP	Issue Date	Exp Date	Status
<a href="#">T0000013016</a> <a href="#">E05G1CR0004</a>	Cut Road		Marion	I-65	103	10/18/2005	10/18/2006	Active - Does not comply

< >

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Figure 5-1. Active Permits Listing



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
AP Details Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
Extension Request  
Additional Charges

**Summary**

<b>Tracking #:</b>	T0000013016	<b>Permit #:</b>	E05G1CR0004
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Active - Does not comply	<b>Submit Date:</b>	10/18/2005 9:04:13 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	10/18/2005 9:09:19 AM
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>	10/18/2006		

**Application / Permit Detail**

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="EPS Investigator"/>	<b>Investigator Phone:</b>	<input type="text" value="317-908-3656"/>
<b>Investigator Email:</b>	<input type="text" value="EPSInvestigator@indot.gov"/>	<b>Phone Ext.:</b>	<input type="text"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Project Purpose:</b>	<input type="text"/>

**Project Information**

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

**Bond Information**

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

**Applicant Information**

<b>Applicant First Name:</b>	<input type="text" value="CR"/>	<b>Last Name:</b>	<input type="text" value="User"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 5-2. Application / Permit Detail Page

## 5.2. Expired Permits

### *Applicable Roles*

Customer  
Customer Admin

### *Summary*

This is the primary listing of all permits on the logged in user's list that have expired. For a permit to appear on this list, the user must be in the community for the permit and the permit must have expired.

**Process**


Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.

5.2.1. The list is shows only those permits which have expired (Figure 5-3).

5.2.2. To view the details of a given permit in the list, click on the Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-4). For additional information on the Application/Permit Details Page, see Section 1



### 5.2.3. Application / Permit Details in this document.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice

Main Menu Help

**Search**  
**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**

- Customer Admin
- Company Admin

**Logout**

**Expired Permits**

Tracking # Permit #	Type	Work Order #	County	Road	Start RRP	Issue Date	Exp Date	Status
<a href="#">T0000013203</a> <a href="#">E05G1CR0006</a>	Cut Road		Marion	I-65	103	10/28/2005	10/24/2005	Active

< >

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Figure 5-3. Expired Permit Listing



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
AP Details Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
Extension Request  
Additional Charges

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	E05G1CR0006
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Active	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	10/28/2005 3:23:54 PM
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>	10/24/2005		

**Application / Permit Detail**

<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>Road #:</b>	I-65	<b>County:</b>	Marion
<b>Start RRP:</b>	103	<b>End RRP:</b>	104
<b>Investigator:</b>	EPS Investigator	<b>Investigator Phone:</b>	317-908-3656
<b>Investigator Email:</b>	EPSInvestigator@indot.gov	<b>Phone Ext.:</b>	
<b>Work Order #:</b>			

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	
<b>Project Description:</b>	
<b>Project Purpose:</b>	

**Project Information**

<b>INDOT Project:</b>	No	<b>Contract #:</b>	
<b>Project Supervisor:</b>		<b>Phone:</b>	

**Bond Information**

<b>Bond Required:</b>	No	<b>Bond Amount:</b>	
<b>Bond #:</b>		<b>Permit Fee Charged:</b>	\$55.00

**Applicant Information**

<b>Applicant First Name:</b>	Jennifer	<b>Last Name:</b>	Spice
<b>Email:</b>	jennifer.spice@haverstickconsulti		

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Figure 5-4. Application / Permit Details Page

## 5.3. Cancelled Permits

### *Applicable Roles*

Customer  
Customer Admin

### *Summary*

This is the primary listing of all permits on the logged in user's list that have been cancelled. For a permit to appear on this list, the user must be in the community for the permit and the permit must have a status of Cancelled.

**Process**

Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.

- 5.3.1. The list is shows only those permits that have a status of cancelled (Figure 5-5).
- 5.3.2. To view the details of a given permit in the list, click on the Tracking Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-6). For additional information on the Application/Permit Details Page, see Section 1

### 5.3.3. Application / Permit Details in this document.

The screenshot displays the Indiana Department of Transportation Electronic Permitting System interface. The header bar is dark blue with the state seal on the left, the text 'INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System' in the center, and 'Main Menu Help' on the right. Below the header, the user 'Jennifer Spice' is logged in. A left-hand navigation menu lists various system functions: Search, Applications (with sub-links for Create New Application and View Applications), Permits (with sub-links for Active Permits, Expired Permits, and Cancelled Permits), Reports (with sub-links for Permit Reconciliation and Activity On Bond), Transfers, Administration (with sub-links for Customer Admin and Company Admin), and Logout. The main content area is titled 'Cancelled Permits' and contains a table with the following data:

Tracking # Permit #	Type	Work Order #	County	Road	Start RRP	Issue Date	Exp Date	Status
<a href="#">T0000013252</a>	Driveway		Marion	I-65	104			Cancelled

Below the table, there are navigation arrows '<' and '>'. At the bottom of the page, a copyright notice reads '© Copyright 2003, Indiana Department of Transportation'.

Figure 5-5. Cancelled Permits Listing



## INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

Jennifer Spice

AP Details Help

### Search

#### Applications

- Create New Application
- View Applications

#### Permits

- Active Permits
- Expired Permits
- Cancelled Permits

#### Reports

- Permit Reconciliation
- Activity On Bond

#### Transfers

#### Administration

- Customer Admin
- Company Admin

#### Logout

#### Details

Driveway Details

Start and End Date

Messages

Files

Print

Create Addendum

Extension Request

Additional Charges

### Summary

<b>Tracking #:</b>	T0000013252	<b>Permit #:</b>	
<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Cancelled	<b>Submit Date:</b>	10/27/2005 10:32:11 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

### Application / Permit Detail

<b>Permit Type:</b>	Driveway	<b>Permit Code:</b>	Major Commercial
<b>Road #:</b>	I-65	<b>County:</b>	Marion
<b>Start RRP:</b>	104	<b>End RRP:</b>	104
<b>Investigator:</b>	EPS Investigator	<b>Investigator Phone:</b>	317-908-3656
<b>Investigator Email:</b>	EPSInvestigator@indot.gov	<b>Phone Ext.:</b>	
<b>Work Order #:</b>			

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	
<b>Present Use:</b>	
<b>Proposed Use:</b>	

### Project Information

<b>INDOT Project:</b>	No	<b>Contract #:</b>	
<b>Project Supervisor:</b>		<b>Phone:</b>	

### Bond Information

<b>Bond Required:</b>	Yes	<b>Bond Amount:</b>	\$25,000.00
<b>Bond #:</b>	12345	<b>Permit Fee Charged:</b>	\$600.00

### Applicant Information

<b>Applicant First Name:</b>	Jennifer	<b>Last Name:</b>	Spice
<b>Email:</b>	jennifer.spice@haverstickconsulti		

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Figure 5-6. Application / Permit Details Page

## 6. Reports

### 6.1. Permit Reconciliation Report

#### ***Applicable Roles***

Customer  
Customer Admin


#### ***Summary***

The Permit Reconciliation Report allows users to list all submitted permit applications that were issued between two specific dates for the company of the person who is logged in to the system.

#### ***Process***

- 6.1.1. To use the Permit Reconciliation Report (Figure 6-1), supply a “From” date and a “To” date in the appropriate text boxes and choose a column to sort by from the drop down list. Click the “Submit” button to view the report.
- 6.1.2. The report is first sorted by the field chosen by the user and then by the tracking number.
- 6.1.3. To view the details of a given permit in the report list, click on the Tracking and/or Permit Number in the first column. This will display the Application / Permit Details page for the selected item (Figure 6-2). For additional information on the Application/Permit Details Page, see Section 1

#### 6.1.4. Application / Permit Details in this document.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice

Permit Reconciliation Report Help

**Search Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

**Permit Reconciliation Report for Client Review Company**

**Submitted Date:**  
**Between** 1/1/2005 **and** 12/31/2005 **Sort By:** Tracking Number


Submit Reset

Tracking# Permit#	Work Order	Road Number	Start RRP	County Name	Permit Type	Date Submitted	Applicant Name	Permit Fee
<a href="#">T0000013016</a> <a href="#">E05G1CR0004</a>		I- 65	103.000	Marion	Cut Road	10/18/05	User, CR	55.00
<a href="#">T0000013203</a>		I- 65	103.000	Marion	Cut Road	10/25/05	Spice, Jennifer	55.00

**Permit Fee Total for this Report:** \$ 110.00

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Figure 6-1. Permit Reconciliation Report



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
AP Details Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
Extension Request  
Additional Charges

**Summary**

<b>Tracking #:</b>	T0000013016	<b>Permit #:</b>	E05G1CR0004
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Active - Does not comply	<b>Submit Date:</b>	10/18/2005 9:04:13 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	10/18/2005 9:09:19 AM
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>	10/18/2006		

**Application / Permit Detail**

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="EPS Investigator"/>	<b>Investigator Phone:</b>	<input type="text" value="317-908-3656"/>
<b>Investigator Email:</b>	<input type="text" value="EPSInvestigator@indot.gov"/>	<b>Phone Ext.:</b>	<input type="text"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Project Purpose:</b>	<input type="text"/>

**Project Information**

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

**Bond Information**

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

**Applicant Information**

<b>Applicant First Name:</b>	<input type="text" value="CR"/>	<b>Last Name:</b>	<input type="text" value="User"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 6-2. Application / Permit Details Page

## 6.2. Activity On Bond Report

### Applicable Roles

Customer  
Customer Admin

### Summary

Use this process to view the activity on a bond. This report is useful to determine how many active permits are covered by a particular bond number or bonding company.



## Process

- 6.2.1. To use the Activity On Bond Report (Figure 6-3), supply none, any or all of the search criteria. Click the "Submit" button to view the report.

*Note: Clicking the Reset button will reset the page and clear the search criteria and results.*

- 6.2.2. By default the report is sorted by status and date issued.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice, Customer Admin Activity On Bond Report Help

**Search**

**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

**Activity On Bond Report**

**Applicant Company:** -- All Companies -- **Bond Number:** 44S100753837BCA

**Permit Status:** Active **Bond Company:**

District	Applicant Name	Permit #	Date Issued	County	Road	Start RRP	Status	Bond #
Greenfield	Indiana-American Water Company	T0000000007 E03G6CR0001	5/19/2003 8:28:17 AM	Randolph	32	147.090	Active	44S100753837BCA
Greenfield	Indiana-American Water Company	T0000000030 E03G3CR0002	7/10/2003 2:57:05 PM	Wayne	27	24.470	Active	44S100753837BCA
Vincennes	Indiana-American Water Company	T0000000032 E03V3CR0003	7/14/2003 7:49:41 AM	Warrick	66	37.120	Active	44S100753837BCA
Crawfordsville	Indiana-American Water Company	T0000000122 E03C3CR0001	8/15/2003 2:32:01 PM	Tippecanoe	443	.000	Active	44S100753837BCA
Crawfordsville	Indiana-American Water Company	T0000000121 E03C3CR0002	8/15/2003 2:35:36 PM	Tippecanoe	43	24.300	Active	44S100753837BCA
Greenfield	CenturyTel of Oden	T0000013000 E05G2CR0002	10/11/2005 2:44:00 PM	Adams	70	90.000	Active	44S100753837BCA

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**Figure 6-3. Activity On Bond Report (shown with results)**

## 7. Transfers

### 7.1. Transfers

**Applicable Roles** (note: Transfers are only available to accessIndiana subscribers)

Customer

Customer Admin

#### Summary

Permits may need to be transferred between companies. Follow this process to transfer permits from one company to another.

#### Process

- 7.1.1. To submit a transfer request, supply the information of the company that is to receive the permits. Choose the permits to transfer by checking the checkbox next to the permit. Click the Submit Request button to submit the transfer request (Figure 7-1).

*Note: Clicking the Cancel button will return the user to the EPS Home Page without saving any information.*

- 7.1.2. For the transfer to be completed electronically, the new company / contact person must be a user of EPS, and INDOT must receive a letter from that company in the mail, confirming the transfer. Once the request and the confirmation letter have been received, the transfer can be completed by INDOT.

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice Ownership Transfer Help

**Request for Ownership Transfer**

Please enter the company's information that will be taking ownership of the permits below.

Company Name: \*  Contact Name: \*

Contact Phone: \*  Contact Email:

Please select the permits that you would like to transfer.

[Check All](#) [Clear All](#)

	Tracking Number	Permit Number	Permit Type	Permit Code
<input type="checkbox"/>	T0000013251		Driveway	Major Commercial
<input type="checkbox"/>	T0000013204		Cut Road	Drainage
<input type="checkbox"/>	T0000013252		Driveway	Major Commercial
<input type="checkbox"/>	T0000013016	E05G1CR0004	Cut Road	Communications
<input type="checkbox"/>	T0000013203	E05G1CR0006	Cut Road	Communications

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Figure 7-1. Transfer Permit Page

## 8. Administration

### 8.1. Customer Admin (Create or Edit a User)

#### **Applicable Roles**

Customer Admin

#### **Summary**

Use the customer admin process to maintain user accounts associated with your company.

#### **Process**

- 8.1.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-1).

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice, Customer Admin Customer Admin Help

**Search**

**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- **Customer Admin**
- Company Admin

**Logout**

**Company:** Client Review Company New

	Customer	Email	Username	System Role	Primary Contact	
Edit	Spice, Jennifer	jennifer.spice@haverstickconsulting.com	CRUser1	Customer Admin	Yes	Delete
Edit	User 2, Customer	jennifer.spice@haverstickconsulting.com	CRUser2	Customer	No	Delete

< >

[Replace User On Existing Permits](#)

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Figure 8-1. Customer Admin Main Page

- 8.1.2. The Customer Admin main page (Figure 8-1) displays a list of EPS user accounts associated with your company. To create a new account, click the New button. To edit any information of an existing account, click the Edit button corresponding to the account. The Customer Details page will be displayed (Figure 8-2).

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice, Customer Admin Customer Details Help

**Search**

**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

### Edit Customer

<b>Username:*</b>	<input type="text" value="CRUser1"/>	<b>Role:*</b>	<input type="text" value="Customer Admin"/>
<b>First Name:*</b>	<input type="text" value="Jennifer"/>	<b>Last Name:*</b>	<input type="text" value="Spice"/>
<b>Address 1:</b>	<input type="text"/>		
<b>Address 2:</b>	<input type="text"/>		
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text" value="IN"/>
<b>Postal Code:</b>	<input type="text"/>		
<b>Phone:*</b>	<input type="text" value="317-908-3656"/>	<b>Phone Ext.:</b>	<input type="text"/>
<b>Email:*</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		
<b>Inactive:</b>	<input type="checkbox"/>		
<b>Password:*</b>	<input type="password" value="*****"/>	<b>Company:*</b>	<input type="text" value="Client Review Company"/>
<b>Subscriber Name:*</b>	<input type="text" value="cruser1"/>	<b>Primary Contact:</b>	<input checked="" type="checkbox"/>
		<b>Retype Password:*</b>	<input type="password" value="*****"/>

\* denotes a required field

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Figure 8-2. Customer Details Page

- 8.1.3. Supply or modify the necessary information and click the Submit button to save the user account information.

*Note: The Username must be unique, and once saved, cannot be changed.*

*Note: The subscriber name must be unique within all active users on the EPS system. The subscriber name was given to your company from accessIndiana when the subscriber account was created. Please contact accessIndiana with any concerns regarding subscriber names.*

*Note: When choosing a role, please be aware that the Customer Admin role allows the user to modify other user accounts within your company, and also allows the user to modify the company information. The customer role only allows the user to modify his account information only.*

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the Customer Admin main page without saving the information.*

- 8.1.4. To deactivate a user's account (deny them access to EPS), check the Inactive checkbox.
- 8.1.5. Primary Contacts are modified through the Company Admin screen. The Primary Contact must have a Customer Admin role.

## 8.2. Customer Admin (Delete a User)

### **Applicable Roles**

Customer Admin

## Summary

Use the customer admin process to delete user accounts associated with your company.

## Process

- 8.2.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-5).

INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

Jennifer Spice, Customer Admin Customer Admin Help

**Search**  
**Applications**  
- Create New Application  
- View Applications  
**Permits**  
- Active Permits  
- Expired Permits  
- Cancelled Permits  
**Reports**  
- Permit Reconciliation  
- Activity On Bond  
**Transfers**  
**Administration**  
- **Customer Admin**  
- Company Admin  
**Logout**

**Company:** Client Review Company New

	Customer	Email	Username	System Role	Primary Contact	
Edit	Spice, Jennifer	jennifer.spice@haverstickconsulting.com	CRUser1	Customer Admin	Yes	Delete
Edit	User 2, Customer	jennifer.spice@haverstickconsulting.com	CRUser2	Customer	No	Delete

[Replace User On Existing Permits](#)

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Figure 8-3. Customer Admin Main Page

- 8.2.2. The Customer Admin main page (Figure 8-5) displays a list of EPS user accounts associated with your company. To delete a user account associated with your company, click the Delete button corresponding to the user.

*Note: The Primary Contact cannot be deleted. To delete the Primary Contact's account you must first specify a new primary contact through the Company Admin process.*

- 8.2.3. After clicking the delete button for a user who is not the primary contact, a confirmation window will appear (Figure 8-4). Click OK to proceed with the deletion.

*Note: Clicking Cancel will return the user to the Customer Admin main page and will not delete the user.*

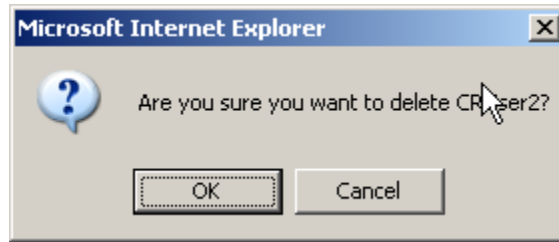


Figure 8-4. Delete Confirmation Window

### 8.3. Customer Admin (Replace a User on Existing Permits)

#### **Applicable Roles**

Customer Admin

#### **Summary**

Use this process to replace users within your company on existing permits.

#### **Process**

- 8.3.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-5).

INDIANA DEPARTMENT OF TRANSPORTATION  
Electronic Permitting System

Jennifer Spice, Customer Admin Customer Admin Help

Search

Applications

- Create New Application
- View Applications

Permits

- Active Permits
- Expired Permits
- Cancelled Permits

Reports

- Permit Reconciliation
- Activity On Bond

Transfers

Administration

- **Customer Admin**
- Company Admin

Logout

Company: Client Review Company New

	Customer	Email	Username	System Role	Primary Contact	
Edit	Spice, Jennifer	jennifer.spice@haverstickconsulting.com	CRUser1	Customer Admin	Yes	Delete
Edit	User 2, Customer	jennifer.spice@haverstickconsulting.com	CRUser2	Customer	No	Delete

< >

[Replace User On Existing Permits](#)

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Figure 8-5. Customer Admin Main Page

- 8.3.2. Click the Replace User On Existing Permits link located on the Customer Admin main page (Figure 8-5). The Permit Transfer page will be displayed (Figure 8-6).

Figure 8-6. Permit Transfer Page

- 8.3.3. On the Permit Transfer page (Figure 8-6), choose the user with permits to transfer from and the replacement user from the drop downs. Click the Submit button to transfer the permits.

*Note: Clicking the Cancel button will return the user to the EPS main page without saving the information.*

## 8.4. Company Admin

### ***Applicable Roles***


Customer Admin

### ***Summary***

Use this process to update the company information.

### ***Process***

- 8.4.1. From the menu, click the Company Admin link to display the Company Details page (Figure 8-5).



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice, Customer Admin
Company Details Help

**Search**  
**Applications**  
- Create New Application  
- View Applications  
**Permits**  
- Active Permits  
- Expired Permits  
- Cancelled Permits  
**Reports**  
- Permit Reconciliation  
- Activity On Bond  
**Transfers**  
**Administration**  
- Customer Admin  
- Company Admin  
**Logout**

Company Details

**Company Name:**\*

**Address 1:**

**Address 2:**

**City:**

**State:**

**Postal Code:**

**Contact Person:**

**Contact Phone:**

**Ext.:**

**Contact Email:**

**Bond Required:**

**Is Fee Waived:**

**Is a Consulting Firm:**

Bond Company Information

**Bond Company ID:**

**Company Name:**

**Address 1:**

**Address 2:**

**City:**

**State:**

**Postal Code:**

**Contact Person:**

**Contact Phone:**

**Ext.:**

**Contact Email:**

**Bond #:**

**Effective Date:**

**Bond Amount:**

\* denotes a required field

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Figure 8-7. Company Details Page

8.4.2. Supply or modify the necessary information and click the Submit button to save the company information.

*Note: The Contact Person must first have an account on EPS. To create this account, follow the steps outlined in Section 8.1 Customer Admin (Create or Edit a User) of this document.*

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS main page without saving the information.*

8.4.3. The Bond Required, Is Fee Waived, and Is a Consulting Firm fields cannot be modified by the customer, they can only be changed by INDOT personnel. If you believe there is an error with these fields, contact INDOT.

Page 8-6

Version 1.0  
Date Last Saved: 6/24/2009 9:49 AM



## 8.5. User Admin

### **Applicable Roles**

Customer

### **Summary**

Use this process to update the details of your account.

### **Process**

- 8.5.1. From the menu, click the User Admin link to display the User Details page (Figure 8-8).

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Sally Jones User Admin Help

**User Admin**

Username: CRUser2 Role: \* Customer  
First Name: \* Sally Last Name: \* Jones  
Address 1: Address 2: City: State: IN  
Postal Code: Phone: \* 317-908-3656 Phone Ext.:  
Email: \* jennifer.spice@haverstickconsultii Company: Client Review Company  
Password: \* Retype Password: \*  
Inactive: Primary Contact:  
Subscriber Name: CRUser2

Submit Cancel [Ownership Transfer Request](#)

\* denotes a required field

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Figure 8-8. User Details Page

- 8.5.2. Supply or modify the necessary information and click the Submit button to save the information.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button will return the user to the EPS main page without saving the information.*

## 9. Application / Permit Details

### 9.1. Details

#### ***Applicable Roles***

Customer

Customer Admin

#### ***Summary***

The App/Permit Details page displays information for the selected submitted application or permit. From this page, the user will have the ability to navigate to view several aspects of the current application or permit.

#### ***Process***

9.1.1. Access the Application / Permit Details page (Figure 9-1) by clicking a tracking number or permit number of any submitted permit throughout the site.

9.1.2. Permit information, project information, bond information, and applicant Information for the application or permit are all visible from this screen.

*Note: Once an application has been submitted, it cannot be modified from the EPS site except through an addendum.*



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
AP Details Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
Extension Request  
Additional Charges

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Application / Permit Detail**

<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>Road #:</b>	I-65	<b>County:</b>	Marion
<b>Start RRP:</b>	103	<b>End RRP:</b>	104
<b>Investigator:</b>	Robert Martens	<b>Investigator Phone:</b>	317-356-2411
<b>Investigator Email:</b>	rmartens@indot.state.in.us	<b>Phone Ext.:</b>	26
<b>Work Order #:</b>			

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	
<b>Project Description:</b>	
<b>Project Purpose:</b>	

**Project Information**

<b>INDOT Project:</b>	No	<b>Contract #:</b>	
<b>Project Supervisor:</b>		<b>Phone:</b>	

**Bond Information**

<b>Bond Required:</b>	No	<b>Bond Amount:</b>	
<b>Bond #:</b>		<b>Permit Fee Charged:</b>	\$55.00

**Applicant Information**

<b>Applicant First Name:</b>	Jennifer	<b>Last Name:</b>	Spice
<b>Email:</b>	jennifer.spice@haverstickconsulti		

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Figure 9-1. Application / Permit Details Page

## 9.2. Start and End Date

### *Applicable Roles*

Customer  
Customer Admin

### *Summary*

The Project Start and End Dates allow both INDOT Users and Customers to better track the beginning and end of work being done.

## Process

- 9.2.1. Access the Application / Permit Details page (Figure 9-2) by clicking a tracking number or permit number of any submitted permit throughout the site.

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Jennifer Spice AP Details Help

**Search Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

**Details**

**Start and End Date**

**Messages**

**Files**

**Print**

**Create Addendum**

**Extension Request**

**Additional Charges**

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Application / Permit Detail**

<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>Road #:</b>	I-65	<b>County:</b>	Marion
<b>Start RRP:</b>	103	<b>End RRP:</b>	104
<b>Investigator:</b>	Robert Martens	<b>Investigator Phone:</b>	317-356-2411
<b>Investigator Email:</b>	rmartens@indot.state.in.us	<b>Phone Ext.:</b>	26
<b>Work Order #:</b>			

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

**Project Location:**

**Project Description:**

**Project Purpose:**

**Project Information**

<b>INDOT Project:</b>	No	<b>Contract #:</b>	
<b>Project Supervisor:</b>		<b>Phone:</b>	

**Bond Information**

<b>Bond Required:</b>	No	<b>Bond Amount:</b>	
<b>Bond #:</b>		<b>Permit Fee Charged:</b>	\$55.00

**Applicant Information**

<b>Applicant First Name:</b>	Jennifer	<b>Last Name:</b>	Spice
<b>Email:</b>	jennifer.spice@haverstickconsulti		

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Figure 9-2. Application / Permit Details Page

- 9.2.2. Click the Start and End Date link in the lower left navigation (Figure 9-2) to access the Start and End Date Page (Figure 9-3).



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice

Start and End Dates Help

**Search**  
**Applications**  

- Create New Application
- View Applications

**Permits**  

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Start and End Date

Please enter the date when the project will start, as well as the date when the project will finish.

Start Date:

End Date:

Submit

Reset

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Figure 9-3. Start and End Date Page

9.2.3. The Start and End Date Page (Figure 9-3) displays the start and end date for the permit. These dates should be supplied at least five days before work is to begin. Supply the start and end dates in mm/dd/yyyy format and click the Submit button.

## 9.3. Messages

### **Applicable Roles**


Customer  
Customer Admin

### **Summary**

The Messages page will provide a list of all of the messages associated with the current application/permit.

### **Process**

9.3.1. Access the Application / Permit Details page (Figure 9-4) by clicking a tracking number or permit number of any submitted permit throughout the site.



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
AP Details Help

**Search**  
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Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Application / Permit Detail

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="Robert Martens"/>	<b>Investigator Phone:</b>	<input type="text" value="317-356-2411"/>
<b>Investigator Email:</b>	<input type="text" value="rmartens@indot.state.in.us"/>	<b>Phone Ext.:</b>	<input type="text" value="26"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

**Project Location:**   
**Project Description:**   
**Project Purpose:**

Project Information

<b>INDOT Project:</b>	No	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

Bond Information

<b>Bond Required:</b>	No	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

Applicant Information

<b>Applicant First Name:</b>	<input type="text" value="Jennifer"/>	<b>Last Name:</b>	<input type="text" value="Spice"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 9-4. Application / Permit Details Page

- 9.3.2. Click the Messages link in the lower left navigation (Figure 9-4) to access the Messages Page (Figure 9-5).



INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Jennifer Spice
Messages Help

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**Reports**  

- Permit Reconciliation
- Activity On Bond

**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

**Summary**

**Tracking #:** T0000013203  
**Permit Type:** Cut Road  
**District:** Greenfield  
**Status:** Submitted  
**Company:** Consulting Company  
**County Name:** Marion  
**Exp. Date:**

**Permit #:**  
**Permit Code:** Communications  
**Investigator:** Martens, Robert  
**Submit Date:** 10/25/2005 3:50:28 PM  
**Issue Date:**  
**Road #:** I-65

**Messages**

Subject	Author	Date
<a href="#">Permit Application Submitted - T0000013203</a>	EPS	10/25/2005 3:50:28 PM

New Message


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Figure 9-5. Messages Page

- 9.3.3. To add new messages to the application / permit, click the "New Message" button. Clicking the "New Message" button will cause the Message Entry page to appear (Figure 9-6). A subject is required for each message. Click Submit to add the message to the message center.

*Note: Clicking Cancel will return to the Message Center without saving the message.*

*Note: Clicking Reset will reset the fields on the page.*



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Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Message

**From:** Jennifer Spice  
**Subject: \***   
**Comments:**

\* denotes a required field

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Figure 9-6. Message Entry Page

- 9.3.4. The users will also have the option to view any displayed messages. Clicking on a message subject will take the user to the View Message page (Figure 9-7) where they can view the entire message and reply to the message, if desired.

*Note: To return to the message center without responding to the message, click the Cancel button.*





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**Administration**  

- Customer Admin
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**Logout**

Details

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Additional Charges

Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Message

Permit Application Submitted - T0000013203  
Posted By: EPS on 10/25/2005 3:50:28 PM  
T0000013203 has been submitted on 10/25/2005 3:50:28 PM

Cancel

Reply To Message

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Figure 9-7. View Message Page

## 9.4. Files

### **Applicable Roles**


Customer  
Customer Admin

### **Summary**

The Files page will provide a list of all the attachments associated with the current application/permit.

### **Process**

- 9.4.1. Access the Application / Permit Details page (Figure 9-8) by clicking a tracking number or permit number of any submitted permit throughout the site.



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AP Details Help

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**Logout**  
  
Details  
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**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Application / Permit Detail**

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="Robert Martens"/>	<b>Investigator Phone:</b>	<input type="text" value="317-356-2411"/>
<b>Investigator Email:</b>	<input type="text" value="rmartens@indot.state.in.us"/>	<b>Phone Ext.:</b>	<input type="text" value="26"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

**Project Location:**   
**Project Description:**   
**Project Purpose:**

**Project Information**

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

**Bond Information**

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>


**Applicant Information**

<b>Applicant First Name:</b>	<input type="text" value="Jennifer"/>	<b>Last Name:</b>	<input type="text" value="Spice"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 9-8. Application / Permit Details Page

- 9.4.2. Click the Files link in the lower left navigation (Figure 9-8) to access the Files Page (Figure 9-9).



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Files Help

**Search**  
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**Reports**  

- Permit Reconciliation
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**Transfers**  
**Administration**  

- Customer Admin
- Company Admin

**Logout**

Add attachments on this page by selecting the file with the Browse button, adding a File Title and clicking the Add File button.

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**File Attach**

Click the Browse button to attach a file. Each file should be no more than 2 MB in size.

File To Attach:

File Title:

[Download Acrobat Reader](#)

**File List**

File Title	File Name	File Size	Created
<a href="#">Traffic Plan</a>	Traffic Plan.pdf	965.562 KB	10/25/2005 3:50:29 PM

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Figure 9-9. Files Page

9.4.3. If the permit is in Entered or Submitted status, an attachment can be added to the application. To attach a file to this permit, click the Browse button, which will open a Choose File window (Figure 9-10). Navigate to the file to attach, select the file, and click the Open button. The window will close and the file path of the file will appear in the File To Attach textbox.

*Note: Only files with a type of .PDF and less than 2MB in size can be uploaded.*

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Version 1.0  
Date Last Saved: 6/24/2009 9:49 AM

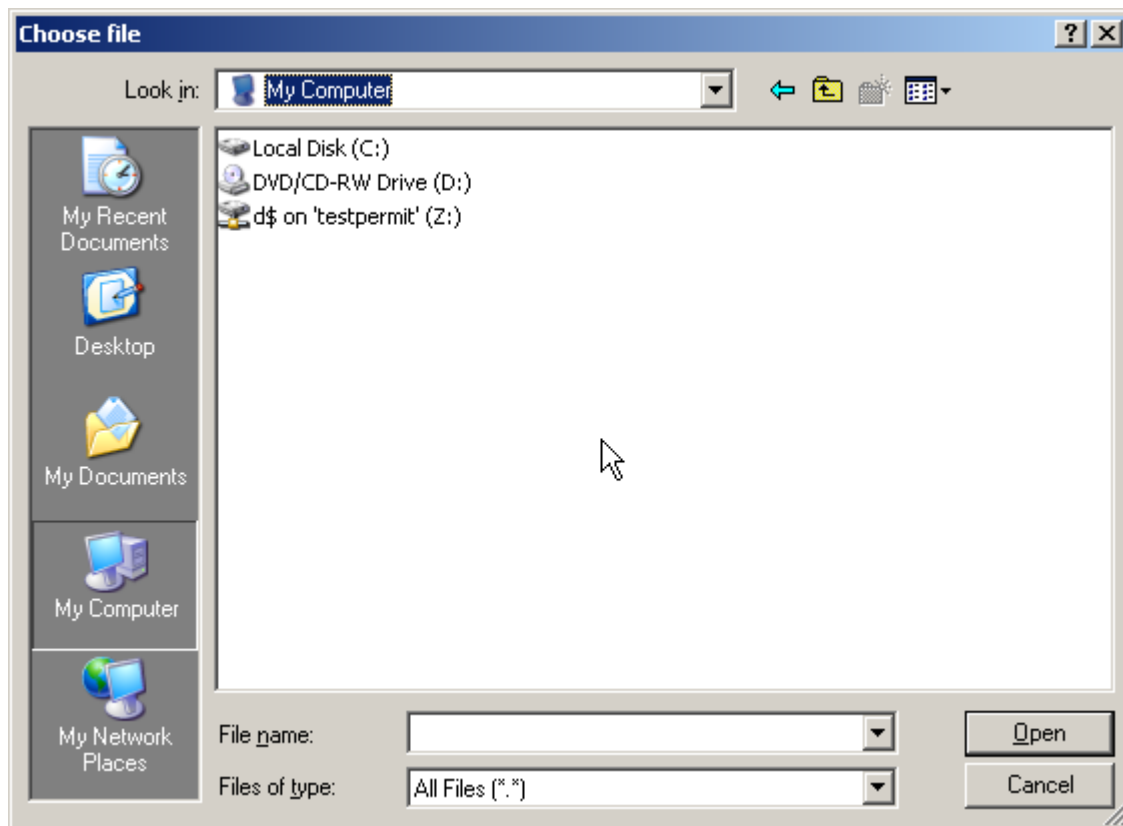


Figure 9-10. Choose File Window

- 9.4.4. Supply the File Title and click the Add File button to upload the file and attach it to the permit. Once a file has been successfully added, it will appear in the File List and a message will be added to the message center.

*Note: Clicking the reset button will reset the form elements and will not upload the file.*

- 9.4.5. To view a file on the File list, click the File Title link. A new window will open to display the file.

## 9.5. Print

### **Applicable Roles**


Customer  
Customer Admin

### **Summary**

This process will allow users to view one or more parts of an application or permit in Acrobat Reader. Most documents will be stored in PDF form, so Acrobat Reader is required to view the files, and is available for free download from the Internet.

### **Process**

- 9.5.1. Access the Application / Permit Details page (Figure 9-11) by clicking a tracking number or permit number of any submitted permit throughout the site.



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Application / Permit Detail

Project Information

Bond Information

Applicant Information

Tracking #:

T0000013203

Permit #:

Permit Type:

Cut Road

Permit Code:

Communications

District:

Greenfield

Investigator:

Martens, Robert

Status:

Submitted

Submit Date:

10/25/2005 3:50:28 PM

Company:

Consulting Company

Issue Date:

County Name:

Marion

Road #:

I-65

Exp. Date:

Permit Type:

Cut Road

Permit Code:

Communications

Road #:

I-65

County:

Marion

Start RRP:

103

End RRP:

104

Investigator:

Robert Martens

Investigator Phone:

317-356-2411

Investigator Email:

rmartens@indot.state.in.us

Phone Ext.:

26

Work Order #:

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

Project Location:

Project Description:

Project Purpose:

INDOT Project:

No

Contract #:

Project Supervisor:

Phone:

Bond Required:

No

Bond Amount:

Bond #:

Permit Fee Charged:

\$55.00

Applicant First Name:

Jennifer

Last Name:

Spice


Email:

jennifer.spice@haverstickconsulti

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Figure 9-11. Application / Permit Details Page

- 9.5.2. Click the Print link in the lower left navigation (Figure 9-11) to access the Print Page (Figure 9-12).



# INDIANA DEPARTMENT OF TRANSPORTATION Electronic Permitting System

[Print Help](#)

**Search**

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**Transfers**

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---

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**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Available Documents**

	Document Name	Created
<input type="checkbox"/>	Application	10/26/2005

**Available Attachments**

	Document Name	Created
<input type="checkbox"/>	Traffic Plan	10/25/2005
<input type="checkbox"/>	Extra Information	10/26/2005

Print All

Print

Reset

[Download Acrobat Reader](#)

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Figure 9-12. Print Page

- 9.5.3. The documents that are generated by the system, such as Permits and Applications, will be displayed in the upper table on the page. The lower table will list attachments that were added by the customer or INDOT users as well as other attachments related to the application / permit, such as Compliance Reports.
- Note: Some documents in the "Available Documents" section will only appear if they are currently available for the selected application or permit. The "Additional Special Provisions" document would be an example of this type of document.*
- 9.5.4. To print a particular file, check the checkbox next to the file and then click the Print button. A new window will appear with the file. To print multiple files, check the checkbox next to each file and then click the Print button. A new window will appear with all the chosen files (Figure 9-13).
- Note: When printing an approved permit, an approval message should appear on each page of the permit.*
- Note: Clicking the Reset button will clear the selected checkboxes.*
- 9.5.5. To print all of the documents and attachments, click the Print All button.

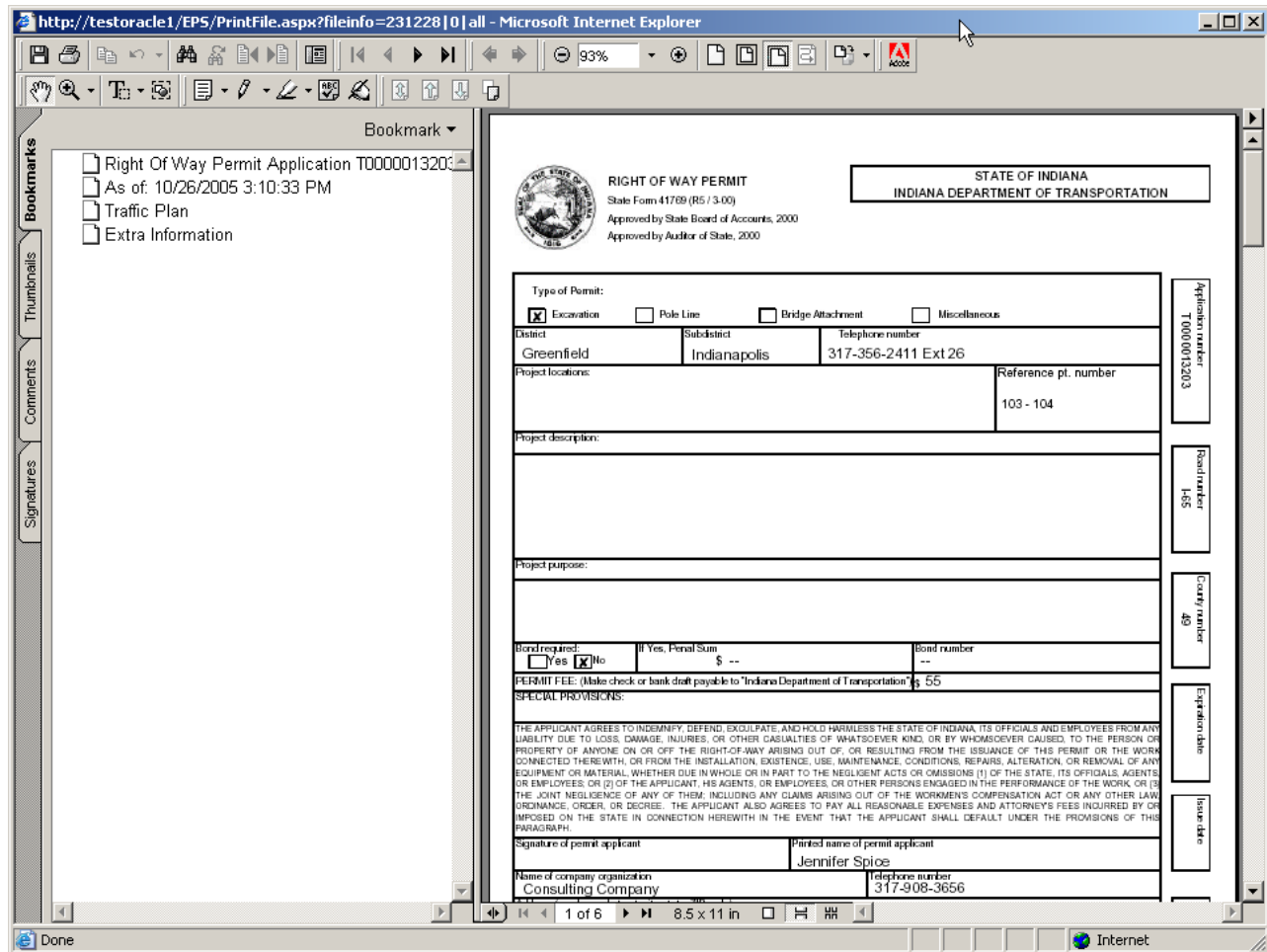


Figure 9-13. Print Document Window

## 9.6. Create Addendum

### **Applicable Roles**


Customer  
Customer Admin

### **Summary**

This process allows the user to submit an addendum to the permit.

### **Process**

- 9.6.1. Access the Application / Permit Details page (Figure 9-14) by clicking a tracking number or permit number of any submitted permit throughout the site.



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Summary

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Application / Permit Detail

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="Robert Martens"/>	<b>Investigator Phone:</b>	<input type="text" value="317-356-2411"/>
<b>Investigator Email:</b>	<input type="text" value="rmartens@indot.state.in.us"/>	<b>Phone Ext.:</b>	<input type="text" value="26"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

**Project Location:**

**Project Description:**

**Project Purpose:**

Project Information

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

Bond Information

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

Applicant Information

<b>Applicant First Name:</b>	<input type="text" value="Jennifer"/>	<b>Last Name:</b>	<input type="text" value="Spice"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 9-14. Application / Permit Details Page

- 9.6.2. Click the Create Addendum link in the lower left navigation (Figure 9-14) to access the Addendum Confirmation (Figure 9-15).



**INDIANA DEPARTMENT OF TRANSPORTATION**  
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Create New Addendum Help

**Create Addendum**

You are about to create an Addendum for the following Permit

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

Would you like to continue?

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Figure 9-15. Create Addendum Page

- 9.6.3. Clicking the “I Agree” button will start the addendum process. For information regarding the screens of the addendum process, see Section 3.1. Create New Application in this document.

## 9.7. Extension Request

### ***Applicable Roles***

Customer  
 Customer Admin

### ***Summary***

Customers can petition INDOT for extensions of their permits, if needed.

### ***Process***

- 9.7.1. Access the Application / Permit Details page (Figure 9-16) by clicking a tracking number or permit number of any submitted permit throughout the site.



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### Transfers

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### Extension Request

### Additional Charges

## Summary

<b>Tracking #:</b>	T0000013016	<b>Permit #:</b>	E05G1CR0004
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Active - Does not comply	<b>Submit Date:</b>	10/18/2005 9:04:13 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	10/18/2005 9:09:19 AM
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>	10/18/2006		

## Application / Permit Detail

<b>Permit Type:</b>	<input type="text" value="Cut Road"/>	<b>Permit Code:</b>	<input type="text" value="Communications"/>
<b>Road #:</b>	<input type="text" value="I-65"/>	<b>County:</b>	<input type="text" value="Marion"/>
<b>Start RRP:</b>	<input type="text" value="103"/>	<b>End RRP:</b>	<input type="text" value="104"/>
<b>Investigator:</b>	<input type="text" value="EPS Investigator"/>	<b>Investigator Phone:</b>	<input type="text" value="317-908-3656"/>
<b>Investigator Email:</b>	<input type="text" value="EPSInvestigator@indot.gov"/>	<b>Phone Ext.:</b>	<input type="text"/>
<b>Work Order #:</b>	<input type="text"/>		

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

<b>Project Location:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Project Purpose:</b>	<input type="text"/>

## Project Information

<b>INDOT Project:</b>	<input type="text" value="No"/>	<b>Contract #:</b>	<input type="text"/>
<b>Project Supervisor:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

## Bond Information

<b>Bond Required:</b>	<input type="text" value="No"/>	<b>Bond Amount:</b>	<input type="text"/>
<b>Bond #:</b>	<input type="text"/>	<b>Permit Fee Charged:</b>	<input type="text" value="\$55.00"/>

## Applicant Information

<b>Applicant First Name:</b>	<input type="text" value="CR"/>	<b>Last Name:</b>	<input type="text" value="User"/>
<b>Email:</b>	<input type="text" value="jennifer.spice@haverstickconsulti"/>		

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Figure 9-16. Application / Permit Details Page

- 9.7.2. Click the Extension Request link in the lower left navigation (Figure 9-16) to access the Addendum Confirmation (Figure 9-17).

**INDIANA DEPARTMENT OF TRANSPORTATION**  
**Electronic Permitting System**

Extension Request Help

**Search Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
**Extension Request**  
Additional Charges

**Summary**

<b>Tracking #:</b>	T0000013016	<b>Permit #:</b>	E05G1CR0004
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Investigator, EPS
<b>Status:</b>	Active - Does not comply	<b>Submit Date:</b>	10/18/2005 9:04:13 AM
<b>Company:</b>	Client Review Company	<b>Issue Date:</b>	10/18/2005 9:09:19 AM
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>	10/18/2006		

**Extension Request**

New Expiration Date: \*

Comments:

\* denotes a required field

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Figure 9-17. Extension Request Page

9.7.3. On the Extension Request page, the user will need to enter the new Expiration Date and comments to INDOT explaining why the extension is being requested. The original expiration date is visible at the top of the screen, where summary information is displayed about the permit (Figure 9-17). Click the Submit button to send the extension request to INDOT.

*Note: Required fields are denoted by \* and must be supplied before the information can be saved.*

*Note: Clicking the Cancel button on this page will return the user to the Application / Permit Details page, and no information will be saved.*

## 9.8. Additional Charges

### Applicable Roles

Customer

Customer Admin


### Summary

Additional fees may be charged related to a permit, either for a permit type change, or for inspection fees. The Additional Charges screen will show a summary of charges and payments and the current balance.

This is not meant to be an 'official' accounting system, but rather to provide a place to record financial activity online and to have it available to both customers and INDOT users. There are no automatic updates done by the system and accuracy depends on the user, as it is a manual entry system. Do not consider on the additional charges data t

### Process

- 9.8.1. Access the Application / Permit Details page (Figure 9-18) by clicking a tracking number or permit number of any submitted permit throughout the site.



INDIANA DEPARTMENT OF TRANSPORTATION

## Electronic Permitting System

AP Details Help

Jennifer Spice

**Search**

**Applications**

- Create New Application
- View Applications

**Permits**

- Active Permits
- Expired Permits
- Cancelled Permits

**Reports**

- Permit Reconciliation
- Activity On Bond

**Transfers**

**Administration**

- Customer Admin
- Company Admin

**Logout**

Details

Start and End Date

Messages

Files

Print

Create Addendum

Extension Request

**Additional Charges**

**Summary**

<b>Tracking #:</b>	T0000013203	<b>Permit #:</b>	
<b>Permit Type:</b>	Cut Road	<b>Permit Code:</b>	Communications
<b>District:</b>	Greenfield	<b>Investigator:</b>	Martens, Robert
<b>Status:</b>	Submitted	<b>Submit Date:</b>	10/25/2005 3:50:28 PM
<b>Company:</b>	Consulting Company	<b>Issue Date:</b>	
<b>County Name:</b>	Marion	<b>Road #:</b>	I-65
<b>Exp. Date:</b>			

**Application / Permit Detail**

<b>Permit Type:</b> <input type="text" value="Cut Road"/> <b>Road #:</b> <input type="text" value="I-65"/> <b>Start RRP:</b> <input type="text" value="103"/> <b>Investigator:</b> <input type="text" value="Robert Martens"/> <b>Investigator Email:</b> <input type="text" value="rmartens@indot.state.in.us"/> <b>Work Order #:</b> <input type="text"/>	<b>Permit Code:</b> <input type="text" value="Communications"/> <b>County:</b> <input type="text" value="Marion"/> <b>End RRP:</b> <input type="text" value="104"/> <b>Investigator Phone:</b> <input type="text" value="317-356-2411"/> <b>Phone Ext.:</b> <input type="text" value="26"/>
--	---

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)

**Project Location:**

**Project Description:**

**Project Purpose:**

**Project Information**

<b>INDOT Project:</b> <input type="text" value="No"/>	<b>Contract #:</b> <input type="text"/>
<b>Project Supervisor:</b> <input type="text"/>	<b>Phone:</b> <input type="text"/>

**Bond Information**

<b>Bond Required:</b> <input type="text" value="No"/>	<b>Bond Amount:</b> <input type="text"/>
<b>Bond #:</b> <input type="text"/>	<b>Permit Fee Charged:</b> <input type="text" value="\$55.00"/>

**Applicant Information**

<b>Applicant First Name:</b> <input type="text" value="Jennifer"/>	<b>Last Name:</b> <input type="text" value="Spice"/>
<b>Email:</b> <input type="text" value="jennifer.spice@haverstickconsulti"/>	

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Figure 9-18. Application / Permit Details Page

- 9.8.2. Click the Additional Charges link in the lower left navigation (Figure 9-18) to access the Addendum Confirmation (Figure 9-19).

The screenshot displays the Indiana Department of Transportation Electronic Permitting System interface. The header includes the state seal and the system name. A left-hand navigation menu lists various options such as Search, Applications, Permits, Reports, Transfers, and Logout. The main content area is titled 'Additional Charges' and contains a 'Summary' section with fields for Tracking #, Permit Type, District, Status, Company, County Name, Exp. Date, Permit #, Permit Code, Investigator, Submit Date, Issue Date, and Road #. Below this is a table of 'Additional Charges' with columns for Date, Type, Description, Amount, Check #, and Receipt #. The table shows a single entry for a manual charge of \$50.00. A 'Balance' of (\$50.00) is displayed at the bottom right of the table. A 'Close' button is located at the bottom center of the page.

INDIANA DEPARTMENT OF TRANSPORTATION  
**Electronic Permitting System**

Additional Charges Help

**Search**  
**Applications**  
- Create New Application  
- View Applications  
**Permits**  
- Active Permits  
- Expired Permits  
- Cancelled Permits  
**Reports**  
- Permit Reconciliation  
- Activity On Bond  
**Transfers**  
**Logout**

Details  
Start and End Date  
Messages  
Files  
Print  
Create Addendum  
Extension Request  
Additional Charges

**Summary**

**Tracking #:** T0000013203  
**Permit Type:** Cut Road  
**District:** Greenfield  
**Status:** Submitted  
**Company:** Consulting Company  
**County Name:** Marion  
**Exp. Date:**  
**Permit #:**  
**Permit Code:** Communications  
**Investigator:** Martens, Robert  
**Submit Date:** 10/25/2005 3:50:28 PM  
**Issue Date:**  
**Road #:** I-65

**Additional Charges**

Date	Type	Description	Amount	Check #	Receipt #
10/26/2005	Manual Charge	Misc. charge	50.00		

**Balance:** (\$50.00)

Close

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Figure 9-19. Additional Charges Page

- 9.8.3. Clicking the Close button on this page will return the user to the Application / Permit Details page.